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

**TRADE:** **CARPENTER**

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| **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:** 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 4:** 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 5:** 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 6:** **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 where practicable; provide training in the use of the equipment  Identify the risks and plan the task 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; lift to waist height; place support under load; team ‘workers’ to re-group then lift load into position  Use task specific trained *‘workers’* and team lifting - rotate *‘workers’* and vary tasks  Ensure enough space is available for the team *‘workers’* to safely manoeuvre as a group    Where possible, use team *‘workers’* of a similar height and capability  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 sites, 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 dust / fibres / chemical vapours -  Hazardous chemicals - Biological - | Dust / fibres inhalation - respiratory problems  Skin and eye allergies/ irritations. |  |  |  |  |  |  | 2 | Apply appropriate procedures necessary to contain dust / fibres / chemical vapours.  Use appropriate PPE -disposable dust / fibres / chemical vapour protection.  Regularly monitor for airborne dust/ fibres | 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’* |  |
| 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.  Regularly monitor *‘workers’* condition  Adequate fluid intake  Use appropriate sun screen.  Wear appropriate PPE. | 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 supply is isolated prior to the 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’* |  |
| Protection of other *‘workers’* and the public -  Slips, trips, falls and accessibility -  Access ways not clearly defined -  Hazardous chemicals -  Biological | Slips, trips and falls  Wind- borne dust / fibres  Struck by falling objects |  |  |  |  |  |  | 2 | Provide and maintain barricades to materials stored on footpath  Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by *others*  Provide “Spotter” to stop *others* entering work area  Use of shade cloth around the work area  Wet down dust | Site Supervisor  Contractor / all ‘*workers’* |  |
| Location of services -  Electricity -  insulation to old wiring frayed or brittle [conduit] or easily damaged - water pipe electrified  Gas -  Hazardous chemical Biological | Electric shock or electrocution  Gas service - explosion  Inhalation and exposure to hazardous chemicals. |  |  |  |  |  |  | 3 | Isolate / relocate electrical supply / wiring.  RCD installed on mains supply / portable generator  Isolate / relocate gas supply | Site Supervisor /  all *‘workers’* |  |
| Access to and  work in confined  space - under floor  Hazardous  chemicals -  Biological -  Ergonomic | Dust and chemical exposure - respiratory problems  Skin and eye irritations / allergies  ‘W*orker’* trapped in confined space  Dehydration |  |  |  |  |  |  | 3 | Identify the risks / hazards and plan the task in consultation with the *‘workers’*  Use task specific trained, experienced ‘*workers* androtate ‘*workers’*.  Train ‘*workers’* in safe working in confined spaces.  Use of appropriate PPE  Monitor the air quality for chemical vapours  Regularly monitor the condition of the *‘workers’* within the work area  Adequate fluid intake.  Adequate ventilation and lighting - where required provide for two [2] fan air circulation system. | Contractor / all ‘*workers’* |  |
| Hand excavation of spoil to provide for underfloor clearance -  Muscle strain -back injuries and cuts  Over exertion or repetitive movements  Slips, trips, falls and accessibility -  Access ways not clearly defined -  Site and weather conditions - wet site / rain -  Manual tasks | Muscle strain -back injuries and cuts  Over exertion or repetitive movements  Slips, trips, falls and accessibility |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access work areas  Use task specific trained *‘workers’*  Rotate *‘workers’* and vary tasks.  Monitor stability of the excavation | Contractor / all ‘*workers’* |  |
| General working at height - [over 2.0m]  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Old brittle / corroded roofing material /skylight/s  Increased traffic on roof surface - walking in the middle of battens -  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 | Identify the risks and plan the tasks in consultation with the *‘workers’*  Assess travel path to work area  Ensure unobstructed access to work areas  Provide guardrails, perimeter edge protection / catch scaffold.  Scaffold / work platform to outer perimeter.  Use task specific trained / experienced *‘workers’* in safe working at heights - ensure *‘workers’* know their responsibility during the work process  SWMS | Site Supervisor  Contractor / all ‘*workers’* |  |
| Working at height-  stripping existing tiled roof covering and frame -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Old / brittle roofing tiles  Increased traffic on roof surface - walking in the middle of battens -  Windy and or wet conditions -  Gravity - overbalancing -  Hazardous chemicals -  Biological -  Manual tasks -  Electricity | Slips, trips and falls from work platform.  Fractures, bruises lacerations and personal injuries / cuts and abrasions.  Struck by falling object.  Exposure to ceiling dust and insulation fibres - respiratory problems.  Electric shock or electrocution |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Conduct hazardous chemical assessment prior to commencement of the works  Appropriate removal procedures to contain dust  Provide perimeter guardrail / scaffold / work platform to outer perimeter.  Use task specific trained / experienced *‘workers’* in safe working at heights - ensure *‘workers’* know their responsibility during the removal process  Use safety harness  Regularly monitor for airborne dust/ fibres  Controlled removal / disposal of the roofing tiles - provide debris chute  Regularly monitor stability of the roof structure / ceiling frame  Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by *others*  Provide “Spotter” to stop *others* entering work area  Don’t stack / store tiles on roof or on scaffold.  Don’t remove roofing tiles on wet or windy days.  Use of appropriate PPE  plan the tasks in consultation with the *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access work areas.  Use designated drop areas to restrict traffic across the roof surface | Contractor / all ‘*workers’* |  |
| Removal of SMF batt / foil backed insulation ‘*that may’* contain or be contaminated by lead dust / asbestos cement [ACM] or [ACD] -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Windy conditions -  Gravity - overbalancing  Hazardous chemicals -  Biological - | Slips, trips and falls from work platform / through ceiling frame  Fractures, bruises lacerations and personal injuries  Inhalation and exposure to dust / fibres - respiratory problems |  |  |  |  |  |  | 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’*  Conduct hazardous chemical assessment prior to commencement of the works  Appropriate removal procedures to contain dust / fibres  Regularly monitor for airborne dust/ fibres  Use planks as temporary work platform  Use task specific trained / experienced *‘workers’* - ensure *‘workers’* know their responsibility associated with the removal process  Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by *others*  Place removed material in heavy duty plastic bags  Vacuum residual dust / fibres from ceiling area  Use appropriate PPE | Site Supervisor  Contractor / all ‘*workers’* |  |
| Removal or disturbance of wall / gable cladding ‘*that may’* contain asbestos cement [ACM] / fibre-cement [FC] -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Windy and or wet conditions -  Gravity - overbalancing -  Hazardous chemicals -  Biological -  Manual tasks -  Proximity to other *‘workers’* and public | Inhalation and exposure to ACM /FC fibres / dust - respiratory problems  Exposure to lead based paints -  Slips, trips and falls from work platform / through frame  Fractures, bruises lacerations and personal injuries  Exposure to ceiling dust - eye and skin irritations - respiratory problems. |  |  |  |  |  |  | 3 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to work areas.  Conduct hazardous chemical assessment prior to commencement of the works  Appropriate removal procedures to contain dust / fibres.  Regularly monitor for airborne dust/ fibres  Use task specific trained / experienced *‘workers’* - ensure *‘workers’* know their responsibility during the work / removal process  Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by *others*  Remove wall / gable cladding with minimal breakage  Wet down to minimise dust / fibre release  Seal residues of ACM / FC that cannot be removed from timber framed members  Wrap all removed material in heavy duty plastic sheeting and seal  Use appropriate PPE  SWMS | Site Supervisor  Contractor / all ‘*workers’* |  |
| Carry and install tarpaulins to exposed roof space -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Windy and or wet conditions -  Gravity - overbalancing -  Manual tasks | Slips, trips and falls  Back injuries - strains and sprains  Struck by flying object |  |  |  |  |  |  | 1 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access work area  Use task specific trained *‘workers’* and team lifting to position tarp.  Additional *‘workers’* to assist where required  Ensure team *‘workers’* know their responsibility during the positioning of the tarp  Ensure all tarps are securely tied down and not weighted with tiles | Contractor / all ‘*workers’* |  |
| Use of petrol driven saw to cut brickwork / concrete -  Exposure to noise -  Exposure to dust -  Hazardous chemicals -  Biological -  Tools and equipment  Struck by flying objects | Hearing loss -  Inhalation of exhaust fumes/dust - respiratory problems –  Exposure to lead based paints -  Sight damage |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Guards to equipment fully operational  Monitor the air quality for exhaust fumes / dust  Regularly monitor the condition of the *‘workers’* within the work area  Adequate ventilation and lighting - where required provide for two [2] fan air circulation system.  Use appropriate PPE. | Contractor / all ‘*workers’* |  |
| Use of petrol, electrical or battery driven chainsaw to cut rafters and joists / trusses-  Exposure to noise -  Exposure to dust -  Hazardous chemicals -  Biological -  Tools and equipment  Struck by flying objects | Hearing loss -  Inhalation of exhaust fumes/dust - respiratory problems –  Sight damage |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Guards to equipment fully operational  Keep others clear of the work area.  Regularly monitor stability of the structure  Maintain a proper balance and secure footing  Keep a firm grip on the chainsaw with both hands, with the thumb of the hand  holding the front handle wrapped around the handle  Pay full attention to the operation.  Be aware of the location of the guide bar when the saw chain is in motion.  exhaust fumes / dust  Monitor the air quality for dust and fumes  Regularly monitor the condition of the *‘workers’* within the work area  Use appropriate PPE. | Contractor / all ‘*workers’* |  |
| Removal of ceiling linings *‘that may’* be contaminated by lead dust, asbestos cement ACM dust or fibres-  Slips, trips, falls and accessibility -  Hazardous chemicals -  Biological -  Manual tasks -  Proximity to other *‘workers’* and public | Inhalation and exposure to fibres / dust - respiratory problems  Slips, trips and falls through frame  Fractures, bruises lacerations and personal injuries  Exposure to ceiling dust - eye and skin irritations - respiratory problems.  Exposure to lead based paints - |  |  |  |  |  |  | 3 | 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  Conduct hazardous chemical assessment prior to work commencement of the works.  Appropriate removal procedures to contain dust / fibres  Regularly monitor for airborne dust/ fibres  Use task specific trained / experienced *‘workers’* - ensure *‘workers’* know their responsibility during the work / removal process  Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area  Remove ceiling sheets with minimal breakage  Wet down to minimise dust / fibre release  Use appropriate PPE  SWMS | Site Supervisor  Contractor / all ‘*workers’* |  |
| Removal of internal wall / ceiling linings *‘that may’* contain asbestos cement [ACM] / fibre-cement [FC] -  Slips, trips, falls and accessibility -  Hazardous chemicals -  Biological -  Manual tasks -  Proximity to other *‘workers’* and public | Inhalation and exposure to ACM/ FC fibres / dust - respiratory problems  Slips, trips and falls through frame  Fractures, bruises lacerations and personal injuries  Exposure to ceiling dust - eye and skin irritations - respiratory problems.  Exposure to lead based paints - |  |  |  |  |  |  | 3 | 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  Conduct hazardous chemical assessment prior to work commencement of the works.  Appropriate removal procedures to contain dust / fibres  Regularly monitor for airborne dust/ fibres  Use task specific trained / experienced *‘workers’* - ensure *‘workers’* know their responsibility during the work / removal process  Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area  Remove wall / ceiling sheets with minimal breakage  Wet down to minimise dust / fibre release  Seal residues of ACM / FC that cannot be removed from timber framed members  Wrap all removed material in heavy duty plastic sheeting and seal  Use appropriate PPE  SWMS | Site Supervisor  Contractor / all ‘*workers’* |  |
| Demolish external/ internal framed walls at ground level -  Slips, trips, falls and accessibility -  Access ways not clearly defined -  Electricity -  Exposure to dust -  Manual tasks -  Hazardous chemicals -  Biological -  Gravity - stability of the structure -  Proximity to other *‘workers’* | Slips, trips and falls  Electric shock or electrocution  Muscle strain -back injuries and cuts  Over exertion or repetitive movements*.*  Inhalation and exposure to dust - skin and eye irritations and allergies.  Exposure to lead based paints -  Injuries due to collapse |  |  |  | 🗸 |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to work areas  Regularly monitor stability of the structure  Use task specific trained *‘workers* - ensure *‘workers’* know their responsibility during the work process  Rotate *‘workers’* and vary tasks  Guards to plant and equipment fully operational  Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area  Wet down to minimise dust release  Regularly monitor for airborne dust  Use appropriate PPE  SWMS | Supervisor  Contractor / all ‘*workers’* |  |
| Carrying and placing floor sheets to ground floor work areas -  Slips, trips, falls and accessibility -  Manual tasks | Slips, trips and falls through open floor joists  Back injuries - strains and sprains |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to site and work areas  Use planks as temporary work platform  Use task specific trained *‘workers’* and team lifting  Ensure *‘workers’* know their responsibility during the carrying and positioning of the sheets upon the open floor joists | Contractor / all ‘*workers’* |  |
| Carrying materials, floor timbers / joists / deep composite beams / joists and sheet flooring up ramp / scaffold -  Slips, trips, falls and accessibility -  Slope of ramp  Windy and or wet conditions -  Manual tasks | Slips, trips and falls  Back injuries - strains and sprains |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to site and work areas  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 - ensure team *‘workers’* know their responsibility during the work process  Order timber in short lengths.  SWMS  Use crane to deliver / position materials to work area | Site Supervisor  Contractor / all ‘*workers’* |  |
| Positioning floor timbers / joists / composite beams / joists on to existing walls -  Slips, trips, falls and accessibility -  Inadequate fall arrest system / work platform -  Windy and or wet conditions -  Gravity - overbalancing  Manual tasks | Slips, trips and falls  Back injuries - strains and sprains |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Use task specific trained *‘workers’* and team lifting - ensure team *‘workers’* know their responsibility during the work process  Use planks as temporary work platform.  SWMS | Contractor / all ‘*workers’* |  |
| Carrying and positioning of structural steel beams and posts [if required] -  Slips, trips, falls and accessibility -  Access ways not clearly defined -  Windy and or wet conditions -  Manual tasks | Slips, trips and falls  Back injuries - strains and sprains  Damage to ramp or scaffolding |  |  |  |  |  |  | 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 site and work areas  Guardrails to ramp are in place - ramp surface clean and dry.  Ramp adequate to carry combined load of men and material  Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.  Where practicable use mechanical means [crane] to lift and position beams and posts  Use task specific trained ‘*workers’* and team lifting - additional *‘workers’* to assist-  Ensure *‘workers’* know their responsibility during the carrying and positioning of the structural steel beam / post  Use short beams where possible  SWMS  Use crane to deliver and position structural steel components to work area | Contractor / all ‘*workers’* |  |
| Carrying and placing floor  sheets to first floor work areas -  Slips, trips, falls and accessibility -  Manual tasks | Slips, trips and falls through open floor joists  Back injuries - strains and sprains |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to site and work areas  Use planks as temporary work platform  Use task specific trained *‘workers’* and team lifting  Ensure *‘workers’* know their responsibility during the carrying and positioning of the sheets upon the open floor joists | Contractor / all ‘*workers’* |  |
| Work in roof space to install structural particleboard flooring-  Slips, trips, falls and accessibility -  Gravity - overbalancing  Ergonomic -  Extreme temperatures | Accessibility  Fall through framing members  *‘Worker’* trapped in roof 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 roof space and rotate *‘workers’*.  Adequate fluid intake  Adequate ventilation and lighting.  Use of appropriate PPE. | Contractor / all ‘*workers’* |  |
| Carry rolls of poly-fabric up ramp /scaffold and install to cover first floor platform -  Slips, trips, falls and accessibility -  Windy and or wet conditions -  Gravity -overbalancing-  Manual tasks | Slips, trips and falls  Back injuries - strains and sprains |  |  |  |  |  |  | 1 | Assess travel path and distance to work area  Ensure unobstructed access work area  Use task specific trained *‘workers’* and team lifting to position and to roll out the poly-fabric | Contractor / all ‘*workers’* |  |
| Carrying frames up ramp / scaffold  Slips, trips, falls and accessibility -  Slope of ramp -  Windy and or wet conditions -  Manual tasks | Slips, trips and falls.  Back injuries - strains and sprains |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance 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 - ensure team *‘workers’* know their responsibility during the work process  Remove guardrail from ramp to allow easy carrying  Have large prefab frames delivered with loose lintels.  Use site cut frames on first floor  Have frames made in smaller lengths.  Use mechanical assistance where practicable - provide training in the use of the equipment  Use crane to deliver / position frames /materials to floor platform | Contractor  Contractor / all ‘*workers’* |  |
| Cutting brickwork / timber frame with power saw -  Electricity -  Exposure to noise -  Exposure to dust -  Hazardous chemicals -  Biological -  Tools and equipment  Struck by flying objects | Electric shock or electrocution  Hearing loss -  Inhalation of dust -respiratory problems -  Sight damage |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  RCD installed on mains supply / portable generator  Guards to equipment fully operational  Monitor for airborne dust  Use task specific trained *‘workers’.*  Use appropriate PPE. | Contractor / all ‘*workers’* |  |
| Lifting and erection of roof trusses -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Windy and or wet conditions -  Manual tasks | Slips, trips, falls  Back injuries - muscle strain / sprain |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Use planks as temporary work platform  Use mechanical assistance to position trusses on top of wall plates  Use task specific trained *‘workers’* and team lifting - ensure team *‘workers’* know their responsibility during the lifting and positioning of the roof trusses  Replace truss with cut roof.  Have girder trusses made in two [2] sections i.e.: not nailed together  Use crane to deliver / position trusses to top of wall plates / walls | Contractor / all ‘*workers’* |  |
| Lifting large strutting and hanging beams onto top wall plate  Slips, trips, falls and accessibility -  Inadequate  work platform -  Windy and or wet conditions -  Manual tasks | Slips, trips and falls  Back injuries -strains and sprains |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access work area.  Use planks as temporary work platform    Use mechanical assistance where practical to lift and position  Use task specific trained *‘workers’* and team lifting - additional *‘workers’* to assist - ensure team *‘workers’* know their responsibility during the work task  Use crane to deliver materials to top of wall plates / walls | Contractor / all ‘*workers’*  Site Supervisor |  |
| Fixing of timber fascia / barge boards, eaves, windows and shading devices -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Pitch of roof - roofing material -  Windy and or wet conditions -  Gravity - overbalancing -  Manual tasks | Slips, trips and falls from work platform and accessibility.  Fractures, bruises lacerations and personal injuries  Back injuries -strains and sprains. |  |  |  |  |  |  | 1 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Use task specific trained *‘workers’* and team lifting  Guardrails to scaffold, work platform complete, clean and dry  Perimeter guardrail / catch scaffold to roof surfaces when working from roof surface  Use safety harness when working from roof surface  Don’t use step ladder to gain extra height from scaffold work platform.  Use of appropriate PPE | Contractor / all ‘*workers’*  Site Supervisor |  |
| Carry rolls of aluminium breather foil up ramp / scaffold to wrap first floor frame -  Slips, trips, falls and accessibility -  Windy and or wet conditions -  Gravity -overbalancing-  Manual tasks | Slips, trips and falls  .  Back injuries - strains and sprains |  |  |  |  |  |  | 1 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry  Use task specific trained *‘workers’* and team lifting to position and to roll out and fix breather foil  Additional *‘workers’* to assist where required | Contractor / all ‘*workers’* |  |
| Cutting and fixing fibre-cement [FC] sheet eaves -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Pitch of roof - roofing material -  Windy and or wet conditions -  Gravity - overbalancing -  Manual tasks | Slips, trips and falls from work platform  Fractures, bruises lacerations and personal injuries  Back injuries -strains and sprains  Dust inhalation - respiratory problems |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry  Perimeter guardrail / catch scaffold to roof surfaces when working from roof surface  Use task specific trained ‘*workers’.*  Monitor for airborne dust/ fibres.  Don’t use step ladder to gain extra height from scaffold work platform.  Use of appropriate PPE. | Contractor / all ‘*workers’* |  |
| Carry packs / rolls  of ‘polastic’ insulation blanket up ramp /scaffold - fixing of battens and insulation -  Slips, trips, falls and accessibility -  Inadequate fall protection system / work platform -  Slope of ramp -  Windy and or wet conditions -  Manual tasks  Exposure to dust -  Hazardous chemicals -  Biological | Slips, trips and falls from ramp or work platform  Muscle strain -back injuries and cuts  Dust inhalation - respiratory problems  Eye and skin irritations / allergies |  |  |  |  |  |  | 3 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to work areas  Guardrails to ramp are in place - ramp and work platform clean and dry  Scaffold guardrails and work platform is complete - use of toe boards /dust screening  Provide barricades to restrict access to around / under work areas  Team lifting and carrying.  Rotate *‘workers’* and vary tasks  Appropriate procedures to contain dust resulting from cutting of the foil backed polystyrene insulation rolls  Use appropriate PPE - disposable dust protection.  Use task specific trained ‘*workers’*  SWMS | Contractor / all ‘*workers’* |  |
| Exposure to polystyrene dust | Eye and skin irritations / allergies |  | 🗸 |  |  |  |  | 2 | Appropriate procedures to contain dust  Regularly monitor for airborne dust/ fibres  Use appropriate PPE - disposable dust protection  Provide Safety Data Sheet. | 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’* |  |
| Stairwell opening - roughed-in stair no guardrail -  Slips, trips, falls and accessibility -  Gravity - overbalancing | Falls through open stairwell  Fractures, bruises lacerations and personal injuries |  |  |  |  |  |  | 1 | Identify the risks and plan the task in consultation with the *‘workers’*  Prevent access to opening  Provide guardrail / edge protection to stairwell void  Cover stairwell with temporary sheeting / scaffold | Contractor / all ‘*workers’*  Staircase  Installer |  |
| Lifting / placing internal staircase -  Slips, trips, falls and accessibility-  Manual tasks | Slips, trips and falls  Back injuries -strains and sprains |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to site and work areas  Use task specific trained *‘workers’* and team lifting - ensure team *‘workers’* know their responsibility during the lifting and positioning task  Extra *‘workers’* on hand when required  Use mechanical assistance  SWMS | Contractor / all ‘*workers’*  Staircase  Installer |  |
| Ladder access  to work areas -  Slips, trips, falls and accessibility -  Gravity - overbalancing | Fall from ladder  Fractures, bruises lacerations and personal injuries |  |  |  |  |  |  | 1 | Identify the risks and plan the task in consultation with the *‘workers’*  Use task specific trained ‘*workers’.*  Use approved ladder.  Limit the use of ladders. | Contractor / all ‘*workers’* |  |
| Work from extension ladder -  Slips, trips, falls and accessibility -  Inadequate work platform -  Windy and or wet conditions -  Gravity - overbalancing | Fall from ladder  Fractures, bruises lacerations and personal injuries |  |  |  |  |  |  | 3 | Identify the risks and plan the tasks in consultation with the *‘workers’*  Use scaffold as working platform.  Ensure ladder is 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.  Limit the use of ladders | Contractor / all ‘*workers’* |  |
| Use of electrical powered / battery operated tools  in confined space -  Electricity -  Exposure to noise -  Exposure to dust -  Hazardous chemicals -  Biological  Tools and equipment | Electric shock or electrocution  Hearing loss  Inhalation of dust - respiratory problems  Sight damage |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  RCD installed on mains supply / portable generator  Guards to equipment fully operational  Protect power lead from damage - power saw blade / sharp edges / vehicular traffic  Use stands and hooks for leads in trafficable areas  Use task specific trained ‘*workers’* and rotate tasks  Adequate light and ventilation  Regularly monitor for airborne dust/ fibres  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  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’* |  |
| 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 relevant *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access work areas  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’* |  |
| Building in bath -  Manual tasks | Back injuries -strains and sprains |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  Use trained and experienced *‘workers’* and team lifting | Carpenter / Plumber |  |
| Cutting chemically treated timber, pine and particleboard / MDF sheets -  Exposure to noise -  Exposure to dust -  Hazardous chemicals -  Biological  Equipment | Hearing loss  Inhalation of dust – respiratory problems  Sight damage |  | 🗸 |  |  | 🗸 |  | 2 | Identify the risks and plan the task in consultation with the relevant *‘workers’*  RCD installed on mains supply / portable generator  Guards to plant and equipment fully operational.  Regularly monitor for airborne dust/ fibres  Train *‘workers’* in the safe handling and cutting of hazardous materials  Monitor for airborne dust/ fibres  Adequate ventilation  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 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: |  |  |  |  |