

GREGORS PLUMBING & GAS PTY LTD.

# **Safety Plan Work Method Statement**

**SANITARY/DRAINAGE&PLUMBING  
WORKS.**

# G.P.G Demolition Safety Plan

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# 1. Project Information

Principle Contractor			
Name	N/A		
Address			
Telephone	N/A		
Facsimile	N/A		
ABN	N/A		
CA	N/A	Site Supervisor:	N/A

Sub-Contractor			
Name	Gregors Plumbing & Gas Pty Ltd.		
Address	26 Oomoo St, Buddina ,4575.		
Telephone	5444 7943		
Facsimile	5444 7943		
ABN	96 112 904 444		
Approved By	Anthony Gregor		12 <sup>th</sup> August 1975
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Project	
Address	Townsville Road, Ingham QLD
Job No	TYTOT
Projected Start Date	16/02/09
Estimated Completion Date	TBA
Project Schedule	See above

Contact Persons		
Name	Position	Contact Details
	Project Manager	
	Site supervisor	
	Leading Hand	
	Workplace Health and Safety Officer	
	First aid	

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### **Additional Documentation**

*List below additional documentation that supports this construction workplace plan*

<b>Document</b>	<b>Required</b>	<b>Where located</b>
Crane Lift Plans	Yes	Lifting of concrete grease trap into excavated hole.
Site specific work method statements	Yes	Attached and additional WMS added as required.
Staging plan	Yes	Site office

## 2. Scope of Work

The work involves the subfloor drains/sewer drainage, fire service, hot water service, cold water service, sanitary plumbing and final fit off.

The Project will involve 9 main stages:

1a.1

1a.2

1b.1

1b.2

1b.3

1b.4

1b.5

2.1

2.2

See staging plan for site extent of each stage and site layout.

## 3. Risk Management

In managing the construction work we shall identify the hazards and systematically and consistently assess the risks arising from or associated with the work carried out at the workplace, through the application of the risk management process.

The ultimate aim of the risk management process is *to identify methods to eliminate or reduce risk* either by changing workplace equipment or layout, work practices and procedures where practicable, or as a last resort by the use of suitable personal protective equipment.

In addition to determining the risk to which workers are exposed, the risk management shall consider risks to non-employees, such as sub-contractors, visiting employees (from other companies), and members of the public.

Risk management must be regarded as an ongoing process and should be conducted whenever a change in the workplace occurs, including work practices, procedures or equipment

### 3.1 DEFINITIONS

- |                                  |   |  |
|----------------------------------|---|--|
| <b>Consequences</b>              | - | the most likely outcome of a potential accident, including injuries, property damage and/or environmental damage.  |
| <b>Hazard</b>                    | - | a source or a situation with the potential to cause harm or injury.  |
| <b>Job Safety Analysis (JSA)</b> | - | a methodical process used to identify and analyse the steps involved in a task to ensure that it is performed in a safe and efficient manner.  |
| <b>Likelihood</b>                | - | the likelihood that the accident will occur and result in these consequences   |
| <b>Risk Assessment</b>           | - | evaluates the risk associated with a hazard and would also consider the seriousness of potential injuries arising from the hazard.   |
| <b>Risk Level</b>                | - | is the indicator to the degree of action, or priority which must be assigned to reduce the risk.   |
| <b>Risk Management</b>           | - | the identification, analysis and assessment of the injury and disease risks present at work or at a workplace and the control of those injury or disease risks.  |
| <b>Risk</b>                      | - | the likelihood of harm of injury occurring from the hazard. Risk is also related to a combination of the seriousness and likelihood of injury. In other words, a high risk job is one where the chances of getting injured are very high or where the injuries associated with the job are very serious or both. |

## 3.2 RISK MANAGEMENT PROCESS

The risk management procedure normally includes the following five steps:

- Step One:**           **IDENTIFY THE HAZARDS** (source of injury or disease)
- Step Two:**           **ASSESS THE RISK** (the frequency of the exposure in combination with the severity of the consequences)
- Step Three:**       **DECIDE ON CONTROL MEASURES** (evaluate methods of removing, reducing or controlling the risk)
- Step Four:**       **IMPLEMENT CONTROL MEASURES** (undertaking those activities necessary to allow the measures to function or operate effectively)
- Step Five:**       **MONITOR AND REVIEW** (to ensure an unforeseen hazard has not be introduced).

Each of these steps is described in detail below:

### **STEP 1 - Identify the Hazards**

The first step in the risk management process is to identify potential workplace hazards which can be identified through a number of methods including those listed below.

- Assessment of the project documentation
- Work observation
- Consultation with workers
- Hazard reporting by employees
- Job safety analysis (JSA)
- Hazard/risk inspections
- Accident/Incident Analysis

A Job Safety Analysis (JSA) should be conducted for any of the following tasks.

- Ø a task which has a high potential for injury;
- Ø a task which has produced a significant or lost time injury;
- Ø a task has a repeated history of an undesired occurrence;
- Ø a task which is conducted infrequently;
- Ø tasks where training has been identified.

Instructions for the completion of a JSA and sample JSA worksheet are attached to this document. The attached JSA worksheets may also be used as Work Method Statement Statements

#### **a) Minor Risks**

If the risks associated with the hazards identified are relatively minor and/or the hazard can be easily fixed then the person shall attend to it immediately. That is it may not be necessary to work through the risk assessment process.

If the worker is unable to attend to the hazard themselves then they are to report it to the Site Supervisor, their employer or the Workplace Health and Safety Officer.

If there is any difference of opinion or doubt regarding the level of risk, then a risk assessment must be completed by the Site Supervisor.

**b) Hazards about which there is a regulation, code of practice or guidance material**

If there is a regulation, advisory standard, industry code of practice or guidance material about the hazard then that relevant material should be referred to.

***Regulations***

If there is a regulation then as a minimum standard the organisation must do what the regulation requires. A risk assessment may still be required depending on the circumstances.

***Codes of Practice***

If there is a code of practice then the organisation must either follow the method provided or follow another way which gives the same level of protection. Either way a risk assessment may still be required depending on the circumstances.

***Guidelines***

There are a number of guides available which provide information on the many hazards within the workplace. Whilst these guides do provide valuable information on managing the risks the overall risk assessment process will still need to be applied.

**c) Hazards about which there is NO regulation, code of practice or guidance material**

Where the hazard does not fall within those outlined within (b) above then the risk assessment process shall be applied.

**STEP 2 – Assess the Risks**

Managers, supervisors, or employees may conduct risk assessments together or individually. However it is recommended that wherever possible risk assessments should be conducted in consultation with persons involved in the task, process or work. Risk assessments are best conducted by or under the guidance of trained personnel, who have basic training in the risk assessment process.

The Risk Assessment Chart is a simple guide to identify the level of risk associated with individual causes. The basic elements in the calculation are listed as indicators only; individual interpretations may be desirable. Instructions on the use of the Risk Assessment Chart are included in the attached documentation.

The preferred format of the Risk Assessment Record is as shown on the Risk Management Worksheet attached to this document or through the completion of a Job Safety Analysis

All risk assessments required by legislation must be recorded on the "Risk Management Worksheet" form and a signed copy added to the Risk Assessment Register. Where other formal Risk Assessments are conducted, the completed form must be filed in this Register as a record of the options selected for implementation.

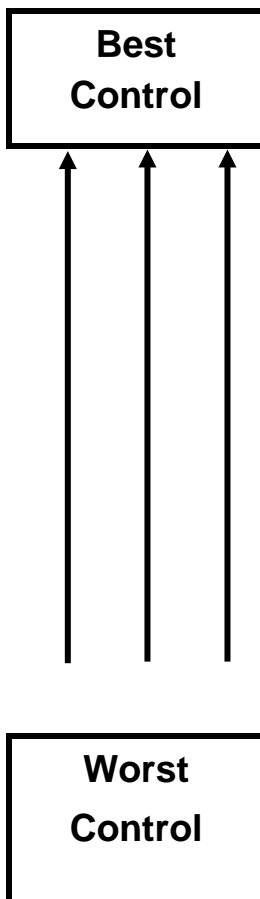


Where a Risk Assessment is conducted using the Risk Assessment Chart without the formality of committing to a paper copy, it is sufficient to record a brief statement of the Risk Level obtained and the decision taken. This is usually the responsibility of the immediate Supervisor concerned.

### STEP 3 – Decide on Control Measures

Following Risk Assessment, risk control options should then be evaluated and the decision recorded, using the N/A of controls as shown below,

1. **Elimination** - modify the process method or material to eliminate the hazard completely.
2. **Substitution** - replacing the material or process with a less hazardous one.
3. **Separation** - isolating the hazard from persons by enclosing or guarding; or re-designing equipment or work processes to reduce or eliminate risk.
4. **Administration** - adjusting the time or conditions of risk exposure.
5. **Personal Protective Equipment** - using appropriately designed and properly fitting equipment where other controls are not practicable.



#### 1. Remove the hazard completely

- e.g. remove risk of electrocution by using compressed air tools.

#### 2. Substitute the hazard for one with less risk

- e.g. use water based glue rather than solvent based glue

#### 3. Use an engineered control

- e.g. use a machine to lift heavy objects
- e.g. use scaffolding rather than ladders to reduce risks of falls.
- e.g. replacing a machine with better guarding
- e.g. extraction fans to remove hazardous fumes
- e.g. Install screens or barriers around hazardous areas

#### 4. Change work practices

- e.g. train persons in lifting techniques or hazardous substances
- e.g. place warning signs
- e.g. rotating workers performing work in hazardous area

#### 5. Personal Protective Equipment (PPE)

- e.g. hearing protection, eye protection, respiratory protection

**Note PPE should be the last barrier to protect people when all else fails.**

## **STEP 4 – Implement Control Measures**

The Site Manager shall ensure that all control measures identified are implemented.

Where the JSA indicates a need for a formal Work Method Statement (WMS) then one shall be documented and employees trained. The preferred format of the WMS is included in Section 12 attached to this document.

## **6.4 STEP 5 – Monitor and Review**

The final step in the process is to monitor and review the effectiveness of measures through consultation, monitoring of incidents, inspection and maintenance checklists and audit of the overall process.

# Instructions for Completing Job Safety Analysis

Job Safety Analysis (JSA) is an important accident prevention tool that works by finding hazards and eliminating or minimising them *before* the job is performed, the *before* they have a chance to become accidents. Use your JSA for job clarification and hazard awareness, as a guide in induction training, for periodic contacts and for retraining of current employees, as a refresher on jobs which run infrequently, as an incident investigation tool, and for informing employees of specific job hazards and protective measures.

Set priorities for doing JSA: jobs that have a history of many accidents, jobs that have produced disabling injuries, jobs with high potential for disabling injury or death, and new jobs with no accident history.

Here's how to do each of the three parts of a Job Safety Analysis and develop a work method statement:

<b><u>SEQUENCE OF BASIC JOB STEPS</u></b>	<b><u>POTENTIAL HAZARDS</u></b>	<b><u>RECOMMENDED ACTION OR PROCEDURE</u></b>
<p>Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task, and then determine the next logical set of movements.</p> <p>Be sure to list all the steps in a job. Some steps might not be done each time However, that task is a part of the job as a whole, and should be listed and analysed.</p>	<p>Identify the hazards associated with each step Examine each step to find and identify hazards - actions, conditions and possibilities that could lead to an accident.</p> <p>It's not enough to look at the obvious hazards It's also important to look at the entire environment and discover every conceivable hazard that might exist.</p> <p>Be sure to list health hazards as well, even though the harmful effect may not be immediate. A good example is the harmful effect of inhaling a solvent or chemical dust over a long period of time.</p> <p>It's important to list all hazards, Hazards contribute to accidents, injuries an occuN/Aional illnesses</p> <p>In order to do part three of a JSA effectively you must identify potential and existing hazards.</p> <p>Some people find it easier to identify possible accidents and illnesses and work back from them to the hazards, If you do that, you can list the accident and illness types in parentheses following the hazard. But be sure you focus on the hazard for developing recommended actions and safe work procedures.</p>	<p>Using the first two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury, or occuN/Aional illness.</p> <p>Among the actions that can be taken are:</p> <ol style="list-style-type: none"> <li>1) engineering the hazard out,</li> <li>2) providing personal protective equipment;</li> <li>3) job instruction training,</li> <li>4) good housekeeping; and</li> <li>5) good ergonomics (positioning the person in relation to the machine or other elements in the environment in such a way as to eliminate stresses and strains).</li> </ol> <p>List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the Job.</p> <p>Be specific. Say exactly what needs to be done to correct the hazard, such as a) lift, using your leg muscles. Avoid general statements like, a) be careful.</p> <p>Give a recommended action or procedure for every hazard.</p> <p>If the hazard is a serious one it should be corrected immediately. The JSA should then be changed to reflect the new conditions.</p>

**Section 1 Details** work method statement number \_\_\_\_.

<b>Project: TYTO WETLANDS</b>	<b>N/A</b> ABN:52 009 778 330
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<b>Task Description:</b>	<b>Client/Builder:</b> <b>G.P.G Supervisor:</b> <b>Job Address:</b> <b>Townsville Rd, Ingham QLD</b> <b>Issue Date:</b> <b>Approved by:</b> <b>Review Date: DAILY</b> <b>Revised by:</b>
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<b>Reference Documents:</b>	<b>Management Review by and Date:</b> <b>PPE Required:</b> <b>Signage required:</b>
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TOOLS/EQUIPMENT/SAFETY GEAR REQUIREMENTS	SKILLS REQUIRED	OTHER JOB REQUIREMENTS	PREPARED BY

**High Risk Construction Activities:**

Work at Heights 2 m or more <input type="checkbox"/>	Moving powered plant <input type="checkbox"/>	Work in areas that may have flammable or contaminated atmosphere <input type="checkbox"/>	Asbestos removal <input type="checkbox"/>
Entering a trench 1.5 m or more deep <input type="checkbox"/>	Work in, over, adjacent to water where a drowning risk exists <input type="checkbox"/>	Work in an area where there are artificial extremes of temperature <input type="checkbox"/>	Documented lifting procedure detailing ground stability, wind; dual crane lifts, > 50 Tonnes etc. <input type="checkbox"/>
Enter a confined space (Permit applies) <input type="checkbox"/>	Work on or adjacent to a road or railway <input type="checkbox"/>	Work near exposed live electrical equipment <input type="checkbox"/>	
Work on a roof pitch > 26° <input type="checkbox"/>	Work on or near a chemical, fuel or refrigerant line <input type="checkbox"/>	Demolition work <input type="checkbox"/>	Other: <input type="checkbox"/>

WORK METHOD STATEMENT

<b>Section 2 Task breakdown</b>				
<b>JOB STEPS</b>	<b>HAZARDS</b>	<b>Risk Score before</b>	<b>CONTROLS</b>	<b>Risk Score final</b>

WORK METHOD STATEMENT

**Section 3. Acknowledgements: I acknowledge that I have read and fully understand the requirements contained herein. In the event of any variation in the task or procedures used, a revised work method statement is required.**

Date	Print Name	Relevant prescribed occupation & number if applicable	Signature
			SIGNED OFF BY EMPLOYEES AFTER PC/Client APPROVAL

## How to use the Risk Assessment Chart

### Step 1 *Consequence*

Identify the most likely outcome of a potential accident

### Step 2 *Likelihood*

Estimate the likelihood that the accident will occur and result in these consequences

### Step 3 *Assess the risk*

Find the box (the risk level) that links the consequences and the likelihood

LIKELIHOOD How likely could it happen?	CONSEQUENCES: How severely could it affect health and safety?			
	A - Extreme <i>Death or permanent disablement</i>	B - Major <i>Serious bodily injury or serious work caused illness</i>	C - Moderate <i>Injury or illness requiring casualty treatment</i>	D - Minor <i>Injury or illness requiring first aid only, no lost time</i>
<b>A - Very Likely</b> <i>Could happen frequently</i>	1	2	3	4
<b>B - Likely</b> <i>Could happen occasionally</i>	2	3	4	5
<b>C - Unlikely</b> <i>Could happen, but rare</i>	3	4	5	6
<b>D - Very Unlikely</b> <i>Could happen probably never will</i>	4	5	6	7

Score	Action	Rating
1,2 or 3	Do something about these risks immediately	High
4 or 5	Do something about these risks as soon as possible	Medium
6 or 7	These risks may not need immediate action	Low

# Risk Management Worksheet

General Information	
<b>Workplace / Site</b>	
<b>Assessed By</b>	
<b>Date</b>	

Section 1 - Hazard Identification
<b>Hazard / Risk Description:</b>
<b>Persons at Risk:</b>

<b>Is the risk</b>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;">Minor?</td> <td style="padding: 5px;">à attend to straight away</td> </tr> <tr> <td style="padding: 5px;">Covered by a regulation/standard/code/guide?</td> <td style="padding: 5px;">à Refer to relevant regulation/standard/code/guide</td> </tr> <tr> <td style="padding: 5px;">Other?</td> <td style="padding: 5px;">à Continue</td> </tr> </table>	Minor?	à attend to straight away	Covered by a regulation/standard/code/guide?	à Refer to relevant regulation/standard/code/guide	Other?	à Continue
Minor?	à attend to straight away					
Covered by a regulation/standard/code/guide?	à Refer to relevant regulation/standard/code/guide					
Other?	à Continue					

Section 2 - Risk Assessment
<b>Current controls (if any):</b>

**Risk Assessment Chart** *(Place a circle (O) in the table below around the appropriate consequences, likelihood and subsequent risk level)*

LIKELIHOOD How likely could it happen?	CONSEQUENCES: How severely could it affect health and safety?			
	A - Extreme <i>Death or permanent disablement</i>	B - Major <i>Serious bodily injury or serious work caused illness</i>	C - Moderate <i>Injury or illness requiring casualty treatment</i>	D - Minor <i>Injury or illness requiring first aid only, no lost time</i>
<b>A - Very Likely</b> <i>Could happen frequently</i>	1	2	3	4
<b>B - Likely</b> <i>Could happen occasionally</i>	2	3	4	5
<b>C - Unlikely</b> <i>Could happen, but rare</i>	3	4	5	6
<b>D - Very Unlikely</b> <i>Could happen probably never will</i>	4	5	6	7

Score	Action
1,2 or 3	Do something about these risks immediately
4 or 5	Do something about these risks as soon as possible
6 or 7	These risks may not need immediate action

**Is the Risk acceptable? Yes/No**

**(If No then proceed to define controls in Section 3)**



<b>Section 3 - Risk Control</b>	
<b>Control N/A</b>	<b>Recommended ü or ù</b>
<b><i>Elimination</i></b>	
<b><i>Substitution</i></b>	
<b><i>Separation</i></b>	
<b><i>Administration</i></b>	
<b><i>Personal Protective Equipment</i></b>	

<b>Section 4 - Risk Assessment After Controls Implemented</b>				
<b>Likelihood</b> <i>(Tick Box)</i>	Very Likely	••	Likely	••
	Unlikely	••	Very Unlikely	••
<b>Consequences</b> <i>(Tick Box)</i>	Extreme	••	Major	••
	Moderate	••	Minor	••
<b>Risk Rating</b> <i>(Refer to Risk Assessment Chart) :</i>				
<b>Is the risk now acceptable after implementation of control?: Yes / No</b>				
<i>(If Yes complete recommended actions. If No review control measures)</i>				

<b>Section 5 – Recommended Actions Implemented</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

Where actions cannot be implemented by originator of this Risk Assessment then refer to Site Manager for further action.

**All completed Risk Assessment Worksheets to be returned to Site Manager and placed in the Risk Register**

## 4. Project Risks and Controls

### 4.1 General Hazards / Risks

App- Applicable (A) or Not Applicable (N/A) to site

App	Hazard / Risk	Risk Level	Method of Control	Risk Level Final	JSA/W MS Required
<b>General Site Access</b>					
A	Unauthorised public access to the site and exposure to construction site hazards.	High	<ul style="list-style-type: none"> <li>· N/A to erect and maintain Site Fencing around work area.</li> <li>· GPG to erect and maintain exclusions zones around immediate work areas.</li> <li>· Place bollards and/or hazard tape along work area boundaries indicating no personnel to enter work areas especially when any plant is operating.</li> <li>· Use a spotter where mobile plant is operating or when vehicles are entering and reversing from site.</li> </ul> <p>See also Section 7 – Public Protection Controls</p>	Low	No
<b>General Site Hazards</b>					
A	Worker exposure to hazards due to poor housekeeping practices and inadequate access on site.	Medium	<ul style="list-style-type: none"> <li>· The entrance to the site will be clear at all times.</li> <li>· Equipment and materials will not be left in access areas.</li> <li>· Signs will be displayed at the site entrance indicating:                             <ul style="list-style-type: none"> <li>Ø the principle contractor – N/A</li> <li>Ø mandatory personal protective equipment requirements                                     <ul style="list-style-type: none"> <li>· Helmet,</li> <li>· Safety Footwear</li> <li>· Long sleeve shirts and pants when required</li> <li>· Safety Glasses</li> <li>· Hi-Vis clothing or vest</li> </ul> </li> <li>Ø control of entry.</li> </ul> </li> </ul>	Low	No

App	Hazard / Risk	Risk Level	Method of Control	Risk Level Final	JSA/W MS Required
			<ul style="list-style-type: none"> <li>Signs will be displayed on N/A site container indicating:               <ul style="list-style-type: none"> <li>Ø Location of first aid and fire fighting equipment</li> <li>Ø Location of hazardous substance register (if applicable) and material safety data sheets</li> </ul> </li> <li>Rubbish and waste materials will be removed from site as they are generated.</li> <li>Rubbish, material and equipment is not to be stored on any scaffolding or within the access ways of the building.</li> <li>Materials and plant will be safely stored within the boundary fence and only in the designated put down areas.</li> <li>Site Supervisor will monitor housekeeping practices and be aware of any pending Cyclonic conditions which may need additional measures.</li> <li>Housekeeping information will be given to employees and any additional subcontractors at pre-work meetings/discussions</li> </ul>		
A	Worker exposure to general site hazards.	High	<ul style="list-style-type: none"> <li>Site Supervisor shall ensure that all workers on site have been provided with site specific induction by N/A and also a task specific by GPG. A record of this will be maintained. See Section 13 for records</li> <li>Hard hats hi-vis clothing or vests and safety boots will be worn at all times on site. Signage indicating this requirement will be displayed at all site entrances.</li> <li>Any additional task specific signage to be displayed in a visible location at the entry point to that particular work area. (eg. Trench excavation, workers above, welding in progress)</li> <li>The Site Supervisor will monitor compliance.</li> </ul>	Low	No
A	Lack of amenities on site.	Medium	<ul style="list-style-type: none"> <li>The following amenities on site will be provided by N/A               <ul style="list-style-type: none"> <li>Ø Drinking water</li> <li>Ø Toilet</li> <li>Ø Washing facilities shall be provided</li> <li>Ø Lunch room</li> </ul> </li> </ul>	Low	No

App	Hazard / Risk	Risk Level	Method of Control	Risk Level Final	JSA/W MS Required
N/A	Exposure to road traffic	Medium	· Adequate signage for speed limits and pedestrian crossings by N/A	Medium	No
<b>Environmental Conditions</b>					
A	Exposure to noise	High	<ul style="list-style-type: none"> <li>· Where possible use of equipment with silencers or other noise reduction devices.</li> <li>· Locate workers away from noise source.</li> <li>· Use of hearing protection (ear muffs or plugs)</li> <li>· All works to be completed during normal contractual hours. See contract, but generally 7am – 5pm Mon-Sat.</li> </ul>	Low	No
A	Inadequate lighting to perform task	Low	· Additional task lighting to be provided if required by N/A	Low	No
A	Exposure to climatic conditions	Low	<ul style="list-style-type: none"> <li>· Provision of drinking water</li> <li>· Scheduling of work</li> <li>· Wearing of appropriate clothing</li> </ul>	Low	No
A	Exposure to dust	Low	<ul style="list-style-type: none"> <li>· Application of good housekeeping practices</li> <li>· Use of extraction units if required throughout the internal part of the building.</li> <li>· Spotters to suppress dust with water mist as needed.</li> <li>· Some concrete breaking may need to be completed outside of business hours.</li> </ul>	Low	No
<b>Hazardous Substances</b>					
A	Worker exposure to hazardous substance risks on site.	low	<ul style="list-style-type: none"> <li>· A copy of a register of hazardous substances used on site will be available from the Site Supervisor.</li> <li>· MSDS for all substances to be used will be recorded in the register including all subcontractor related hazardous substances and MSDS.</li> <li>· <b>A work method statement</b> for hazardous substances will be prepared when substance are to be used and kept on site.</li> </ul>	Low	No

App	Hazard / Risk	Risk Level	Method of Control	Risk Level Final	JSA/W MS Required
			<ul style="list-style-type: none"> <li>All containers for hazardous substances shall be correctly labelled.</li> </ul>		
	<b>Electrical</b>				
A	Electrocution from general supply of electricity on site.	High	<ul style="list-style-type: none"> <li>Comply with requirements of <i>AS/NZS 3012:2003 Electrical Installations – Construction and Demolition sites</i></li> <li>All electrical equipment shall be attached to a portable safety switch. This will occur in all instances.</li> <li>The safety switches will be tested each day by the user</li> <li>All portable electrical equipment and safety switches shall be tested and tagged at least every 3 months.</li> </ul>	Low	No
A	Contact with overhead powerlines.		<ul style="list-style-type: none"> <li>No powerlines at this stage are perceived to create an issue</li> </ul>	Low	No
A	Work near exposed live LV electrical equipment	High	<ul style="list-style-type: none"> <li>GPG to disconnect electricity supply to all areas/stages prior to demolition commencing. Authority only to be sort from N/A Foreman and noted on day sheets</li> <li>Workers to test all wires with power sticks before moving, cutting or pulling any cables or wires.</li> </ul>	Low	No
	<b>Machinery, Tools and Equipment</b>				
A	Use of defective tools or equipment, including lack of guarding.	Medium	<ul style="list-style-type: none"> <li>Site supervisor to monitor tools and equipment being used during site visits.</li> <li>Mobile plant operators shall inspect their plant daily including: <ul style="list-style-type: none"> <li>§ tyres, tracks, brakes and hydraulics</li> <li>§ warning devices (horn and reversing signal)</li> <li>§ windscreens, windows mirrors and fire extinguishers</li> </ul> </li> </ul>	Low	No
A	Exposure to hazards associated with specialised construction plant & equipment	High	<ul style="list-style-type: none"> <li>Correct equipment for the task</li> <li>Equipment in good condition</li> <li>Competent / trained operator</li> </ul>	Low	No

App	Hazard / Risk	Risk Level	Method of Control	Risk Level Final	JSA/W MS Required
	<i>(e.g. explosive power tools, welders, compressed air, conveyors, stressing jacks, lasers, high pressure water jets etc)</i>		<ul style="list-style-type: none"> <li>Equipment used correctly</li> <li>Personal protective equipment worn</li> <li>Signage &amp; exclusion zones (where appropriate)</li> </ul>		
A	<b>Exposure to hazards associated with operation of cranes, hoists and lifting gear</b>	High	<ul style="list-style-type: none"> <li>Correct plant for the task.</li> <li>Plant in good condition and records of maintenance and inspection maintained.</li> <li>Competent and certified operators</li> <li>Plant positioned and used correctly</li> <li>Personal protective equipment worn</li> <li>Signage &amp; exclusion zones (where appropriate)</li> <li><b>A work method statement</b> shall be prepared for working with cranes.</li> </ul>	Low	Yes
A	<b>Persons being struck by mobile plant</b>	High	<ul style="list-style-type: none"> <li>Where possible manual and mechanical work activities to be separated.</li> <li>Warning devices (reversing beepers and flashing light) and signs in use.</li> <li>Traffic control.</li> <li>Use of high visibility garments.</li> <li><b>A work method statement</b> shall be prepared for selected mobile equipment.</li> </ul>	Low	No
A	<b>Roll over of mobile plant</b>	High	<ul style="list-style-type: none"> <li>Use of plant with Roll Over/ Fall ON Protection (ROPS/FOPS)</li> <li>Wearing of seat belts when operating plant and equipment that has them fitted.</li> <li>Application of gradient requirements for use.</li> </ul>	Low	No
A	<b>Vibration</b>	Medium	<ul style="list-style-type: none"> <li>Use of mechanical means to minimise manual exposure.</li> <li>Use of vibration gloves.</li> <li>Rotation of workers.</li> </ul>	Low	No

App	Hazard / Risk	Risk Level	Method of Control	Risk Level Final	JSA/W MS Required
<b>Manual Handling</b>					
A	Worker exposure to manual handling hazards	Medium	<ul style="list-style-type: none"> <li>Use mechanical means (cranes, hoists etc) to assist in lifting.</li> <li>Use mechanical means (earthmoving equipment etc) to minimise manual work.</li> <li>Vary tasks to reduce exposure to repetitive movements</li> <li>Workers to adopt good lifting technique</li> <li>Order materials in smaller containers or bags</li> <li>Workers to obtain help to lift heavy objects and materials</li> </ul>	Low	No
<b>Excavations and Trenches</b>					
N/A	Worker exposure to underground services when performing excavation activities	High	<ul style="list-style-type: none"> <li>GPG to disconnect all services, including power, communications, smoke alarms and sprinklers, localised intercom, water reticulation and any other service that is not to be damaged or will delay works prior to GPG starting work in that area</li> </ul>	Low	No
N/A	Trench or excavation could collapse				
N/A	Workers could fall into trench or excavation				
<b>Falling Objects</b>					
A	Being struck by falling objects	High	<ul style="list-style-type: none"> <li>Subcontractors will advise the site supervisor where work is to be done above others. This will also be discussed during pre-work meetings with the subcontractor.</li> <li>Site supervisor will schedule work so work is not done above others.</li> <li>Safety helmets shall be worn.</li> </ul>	Low	No
<b>Work at Heights</b>					

App	Hazard / Risk	Risk Level	Method of Control	Risk Level Final	JSA/W MS Required
A	Falls from heights	High	<ul style="list-style-type: none"> <li>Safe work at height practices during all tasks on-site shall be enforced, including work from ladders.</li> <li><b>A work method statement</b> shall be prepared for all work where a person could fall at more than 2 metres.</li> <li>Provide scaffolding or other fall protection measures before workers access areas at heights 2 metres or more.</li> <li>Where scaffolding is provided it will be fully decked and have handrails as well as ladder access.</li> <li>Provide guard railing around exposed edges, such as stairwells and balconies, where a fall could occur.</li> <li>All floor penetrations through which a worker could fall is to be fitted with a fall protection cover.</li> <li>If EWP's are used a N/A permit needs to be completed</li> </ul> <p><b>See also section 8 – Common Plant and Equipment</b></p>	Low	Yes
<b>Formwork</b>					
N/A	Collapse of formwork				
<b>Removal of Asbestos</b>					
A	Exposure to asbestos fibres		<ul style="list-style-type: none"> <li>N/A</li> </ul>	N/A	N/A
<b>Confined Spaces</b>					
N/A	Exposure to hazards associated with working in confined spaces		<ul style="list-style-type: none"> <li>Confined Spaces Permit applies</li> </ul>		
<b>Demolition</b>					
A	Exposure to hazards associated with demolition		<ul style="list-style-type: none"> <li>N/A</li> </ul>	N/A	N/A



## 4.2 Additional Site Specific Hazards / Risks

Hazard / Risk	Risk Level	Method of Control	Risk Level Final	JSA/WMS Required
<b>General</b>				
Wet weather	Med	Stop manual works outside if raining and all plant outside is vision is impaired	Low	no
Hot Works	High	A Hot Works Permit is to be completed for any Hot-Works		
Additional permits		All permits must be completed. See additional info for list		
Site establishment and security of site, mobilise plant, disconnection of services.				
<b>No additional hazards identified</b>				no
strip-out, vegetation removal and minor demolition				
Plant operation	N/A		N/A	N/A
Stripping of on ground walkways	N/A		N/A	N/A
Strip out of ceiling	N/A		N/A	N/A
Strip out of Partitions	N/A		N/A	N/A
Shop front/glassing removal	N/A		N/A	N/A
Floor covering removal	N/A		N/A	N/A
Public exposure	N/A		N/A	N/A
Suspended walkways demolished	N/A		N/A	N/A
Air-Conditioning removal	N/A		N/A	N/A
Monitor project for any additional hazards that may develop.	N/A		N/A	N/A

## 5. Project Consultation

### WH&S Committee

A WH&S Committee will be established for this project and GPG employees will nominate an elected participant to join the committee. GPG will employ an additional WHSO for this project to assist with incident prevention.

### WH&S Officer

All GPG Foreman and Site Supervisors are qualified WH&S officers and carry the additional responsibility for the dual role of WH&S Officer additional to their project role. The Site supervisor will generally be responsible for monitoring general health and safety compliance on the project and consulting with any worker regarding health and safety issues.

The Site Supervisor / WH&S officer will:

- hold pre-work meetings/discussions with subcontractors to discuss health and safety project issues,
- conduct site specific inductions,
- request and explain the work method statement expectations and the expectations of the Principal Contractor,
- formally review work method statements, provide feedback and request additional information as required,
- prepare and maintain the Demolition Safety Plan and associated documentation,
- forward the plan or relevant sections to subcontractors doing work on the project,
- do periodic, documented inspections of the site and subcontractor activities, and provide
- feedback and direction to subcontractors as a result, and
- respond to any query, incident, injury or emergency report as forwarded by any worker on site or concerned member of the public.

### Toolbox Talks

The site supervisor / WH&S Officer will conduct toolbox talks, daily or as required to provide a means through which:

- The Site Supervisor can provide information to workers on the health and safety issues pertaining to the construction work.
- Contractors or workers can discuss issues with the supervisors and be forwarded onto the Principal Contractor which may affect their health and safety.

The toolbox talks shall be recorded (See Section 17)

## 6. Monitoring Project

### 6.1 Subcontractor Management

GPG do not intend at this stage to engage any additional sub-contractors for this project but if the need arises the following applies:

Subcontractors need to fulfil these minimum requirements as a condition of working on this project:

- a) Prepare and submit to the GPG a specific WH&S work method statement for high-risk activities before starting work on site.
- b) Before work starts, meet with GPG and a representative of the Principal Contractor to discuss the project's health and safety requirements, the subcontractor's work method statement and any other specific information relating to the subcontractor's activities.
- c) Make reasonable additions to their work method statement as requested by the GPG or the Principal Contractor
- d) Contact the Site supervisor immediately following any incident, injury, near miss, emergency or incident involving any person, including an employer, self employed person, worker or member of the public.
- e) Discuss with the Site supervisor any workplace activity or risk identified, unsatisfactorily controlled or dealt with.
- f) Do activities and work in a safe and healthy manner and in accordance with the requirements of GPG and the Principal Contractor, subcontractor work method statements and the workplace health and safety legislation.

A register of subcontractors used for the scope of work on this project will be maintained in the *Subcontractor Register* (see Section 11).

Subcontractor work method statements will be formally reviewed to ensure they comply with the requirements of Section 191 of the WH&S Regulation.

GPG will undertake the following course of action for identified health and safety issues:

- a) For minor issues the subcontractor will be given verbal direction indicating what the issue is, what needs to occur and the level of safety that is expected.
- b) For major health and safety breaches or situations where there is imminent risk to a worker or other person, the subcontractor will stop work and be issued with a written warning detailing the issue and controls expected. Work will restart when adequate safety controls have been implemented, and
- c) For ongoing health and safety non-compliances of a significant or high-risk nature the subcontractor may be directed to cease work in accordance with a breach of the contract.

Subcontractors' WH&S performance will be formally reviewed during site inspections.

## **6.2 Site Inspections**

The site supervisor will conduct documented site inspections, using the Site Inspection Checklist (see Section 16), on at least a daily basis to provide a means through which:

- the Site supervisor can verify compliance with minimum control requirements, and
- risk control methods specified by the subcontractors can be verified as being satisfactorily implemented and effective on site.

To achieve an accurate appraisal of the site and subcontractor activities the inspections will be done on varying days and times each week.

The site supervisor will also use random visits and general time spent on site to monitor health and safety performance on an ongoing basis.

## 7. Public Protection Control

Whilst the stage areas will not be accessible to members of the public, it may be accessed by other employees, N/A or possibly other sub-contractors. Therefore the site will be secured to ensure that there is no unauthorised access to the site and the high risk work areas.

The N/A will do the following:

- Erect and maintain at least 1800mm barricade around the staged work area.
- Relevant signage for a construction project.

GPG will ensure the following:

- Place bunting, bollards and or hazard tape indicating no personnel or mobile plant to enter any high risk work areas when plant is operating or other high risk activities are in progress.
- Use a spotter where mobile plant or vehicles are entering and reversing from site.
- The site supervisor will monitor and document the condition and placement of the barricading during site inspections.
- Clearly display signs at the work area entrance that describes the site as being a construction site, accessible to workers and authorised personnel only.

**"Construction Site - Do Not Enter Authorised Personnel Only"**

## 8. Common Plant and Equipment

The following common plant and equipment will be provided.

### 8.1 Electrical Supply

- The electrical supply shall be supplied by **N/A**.
- GPG shall supply portable safety switches which are to be used with all portable electrical equipment.

### 8.2 Signage

- Fixed in easy to see locations.
- Fixed in a way so that sharp or protruding edges are not exposed.
- Signs will include those indicating:
  - § First aid equipment and facilities
  - § Fire extinguishing equipment
  - § Means of access must be kept clear
  - § Where Material Safety Data Sheets are kept.
  - § Mandatory personal protective equipment
  - § Demolition Site - Do Not Enter - Authorised Personnel Only
  - § Asbestos Removal in progress – Keep Out

### 8.3 Scaffolding

Mobile scaffolding may be used on site.

- Mobile scaffold designed in accordance with relevant standards.
- A certified scaffolder will erect and dismantle any scaffold over four metres in accordance with the manufacturer's requirements, the scaffold plan and WH&S Regulations
- Edge protection, including handrails, will be used where there is a risk of person or materials falling.
- The scaffolder will sign-off that the scaffold above four metres is complete and safe for use as per the design and scaffold plan before workers access the scaffold.

### 8.4 Barricades, Hoarding and Fencing

- *See Public Protection Controls within Section 7 for detail*

### 8.5 Rubbish Skip

- Rubbish and waste materials will be removed from site as they are generated.

### 8.6 Amenities

- Workers may use the onsite facilities provided by **N/A**.

## 9. GPG Site Rules

### General

- (1) All visitors to the site must report to N/A Site Supervisor, or person in control of the site, to be site inducted.
- (2) All workers must comply with all N/A site rules and instructions.
- (3) All safety signs are to be complied with in full and kept clear so that they are in full view.
- (4) Employees or contractors must not carry out tasks they are not familiar with or have not been trained or licensed to perform.
- (5) No one is to cut any electrical wires or other services without obtaining permission from the Principal Contractor.
- (6) All personnel are to be conversant with all Workplace Health and Safety Act & Regulations and Codes of Practice relevant to their trade and this project.
- (7) Personnel breaking safety requirements will be warned and/or expelled from site depending on the frequency and seriousness of the breach.
- (8) Theft of any kind will not be tolerated and will be reported directly to the police.
- (9) No pets are permitted on site.

### Induction

- (10) All contractors and workers on site must provide evidence of General Safety Induction.
- (11) All contractors, workers and visitors must complete the site specific induction by N/A and complete a task specific induction by GPG

### Alcohol and Drugs

- (12) Persons affected by alcohol, drugs, or substances of abuse shall not be allowed or permitted onto the workplace.

Alcohol, drugs or substances of abuse are not permitted on the workplace or to be consumed at the workplace.

### Incident and Hazard Reporting

- (13) All first aid treatment is to be recorded and a copy given to the Principal Contractor. It is a requirement that the first aid form supplied by the Principal Contractor be completed for every treatment received and also be recorded by GPG.
- (14) All incidents, accidents, dangerous events, equipment failure and damage to property are to be reported immediately to the Site Supervisor, Workplace Health and Safety Officer or a representative of the Principal Contractor.
- (15) All hazards are to be reported and control measures implemented. Report hazards to GPG, the Site Supervisor, Workplace Health and Safety Officer or a representative of the Principal Contractor.
- (16) Report any health and safety problems that you see or have concerns about.

## **Housekeeping**

- (17) Rubbish must be placed in specified area, bin or skip.
- (18) All fire safety precautions are to be observed.
- (19) Fire hazards are to be eliminated by prompt removal of accumulated trade waste, rubbish, etc.
- (20) Lighting of fires at the workplace is prohibited.
- (21) All protruding nails, bolts, steel reinforcing bars or other dangerous protruding objects are to be removed, bent over or otherwise protected to an approved standard.
- (22) Any glass brought onto the workplace shall be disposed of responsibly immediately after use.

## **Hazardous Substances**

- (23) Before using or storing any hazardous substances, a copy of the respective MSDS is to be given to the site supervisor (or included in Work Method Statements).

## **Electrical**

- (24) Electrical equipment including leads and power tools are to be inspected and tagged at intervals not exceeding 3 months and maintained in locations where they are not likely to be damaged or create a trip hazard;
- (25) All portable electrical equipment must have Safety Switch (RCD - Residual Current Device, ELCB - Earth Leakage Circuit Breaker) protection in either the supplied switchboards or through portable safety switches.
- (26) Piggyback plugs and double adaptors are not permitted on workplace.

## **Welding, cutting and heat producing operations**

- (27) A suitable fire extinguisher is to be kept in close proximity to all heat producing operations such as electric welding, oxy-acetylene/LPG, heating, cutting or welding operations. All oxy-acetylene and oxy-LPG cylinders are to be fitted with flash-back arresters and fixed upright in an approved trolley
- (28) Suitable screens and signs shall be erected, where practical, to protect personnel from welding flashes, etc.
- (29) Hot Work Permits must be completed.

## **Vehicles, Equipment, Plant & Cranes**

- (30) Safe speed limits shall be observed by drivers within the workplace, (where permitted), and surrounding areas and all traffic signs, rules and regulations are to be obeyed. No parking of vehicles on site.
- (31) A spotter will guide vehicles or equipment reversing onto or off the site, so that workers aren't driving blindly into areas where there may be pedestrians.
- (32) Hook or load riding shall not be permitted. Personnel are not to ride on cranes, forklifts, loaders or any item of machinery or plant not intended to carry passengers. Forklifts are not to be used to support a work platform (unless approved cage) or support persons standing on the tines.
- (33) All operators and erectors of vehicles, machinery, plant or equipment are to be holders of a relevant certificate, licence or have documented evidence of experience.



- (34) All plant, machinery, equipment, tools, etc. are to be maintained in a serviceable condition, inspected before use and have all guards in place. All defective equipment shall be removed from site.
- (35) Vehicles to be parked in designated areas only, otherwise no parking of vehicles on site.
- (36) Do not use compressed air to clean clothing or blow on body. No horseplay
- (37) Clear and standard crane signals must be used at all times by persons directing cranes, excavators, backhoes, concrete pumps and truck mounted cranes.
- (38) Fuel powered plant and machinery is not to be used in or near excavations, trenches, confined spaces, etc., without adequate ventilation.
- (39) All permits including EWP, height access, WMS must be completed.

### **Ladders**

- (40) Ladders must have an industrial rating and inspected before use. Ladders are not to be used near unprotected floor edges, openings or shafts. Defective ladders shall not be brought onto or used at workplace. Extension or single ladders must extend 1m above the level served, fixed at the top at all times and preferably at the bottom if practical.

### **Working at Heights**

- (41) Where no other form of protection is available and there is the possibility of personnel falling 2.0 metres or more, fall arrest systems conforming to the latest Australian Standards shall be worn and properly secured to suitable anchor points, using shock-absorbing lanyards. Falls less than 2.0 metres can also result in injury therefore all individual cases should be assessed prior to work starting.
- (42) All floor penetrations & protrusions are to have fixed covers. Where there is a danger of tools falling and endangering people working below approved lanyards or wrist straps shall be used to secure the tool.
- (43) Application for height may need to be completed.

### **Scaffolding**

- (44) Scaffolding to 4.0 metres working height is only to be erected by personnel with suitable documented evidence of experience. Scaffolding above 4.0 metre working height is only to be erected by personnel with the relevant scaffolding certificate. All scaffolding must comply with Australian Standards 1576.
- (45) Perimeter scaffolding shall not be removed, dismantled or altered by anyone, unless authorised by Principal Contractor to do so. If you want a plank, get your own, leave this scaffold alone and don't put others life at risk.

### **Personal Protective Equipment**

- (46) Workers must wear or use correct Personal Protective Equipment (as per work method statements, material safety data sheets, manufacturer's recommendations or signage) during specific work activities.

Employers are to supply the personal protective equipment and give instruction on its use to workers.

## **Amenities**

- (47) No smoking zones in lunchrooms and offices must be adhered to.
- (48) Use the toilets and amenities provided, and keep them clean. Any person found urinating other than in the toilet supplied shall be removed from the workplace immediately.
- (49) Loud radios, tape players and like appliances are not permitted o site

## 10. Emergency Preparedness

Emergency contact details and the evacuation process within the *Emergency & Evacuation Information Sheet* (Section 18) will be provided to workers during the induction provided by N/A

A copy of the *Emergency & Evacuation Information Sheet* (Section 18) will be located in the site office.

## 11. Sub – Contractor Register

*\* If work method statement ü then written work method statement must be obtained and included in Section 11 – Work Method Statements*

Contractors Name	Work to be carried out	Work Method*			
		û	ü	Received (If Required)	Approved (If Required)
GPG	Plumbing and Drainage	<input type="checkbox"/>	p		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
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		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

## 12. Work Method Statements

The following high risk construction activities will be undertaken on this project.

Tick if applicable

<input checked="" type="checkbox"/>	<b>A person will be required to enter a trench more than 1.5 metres deep.</b>
<input type="checkbox"/>	<b>A person will be using explosives (other than powder-actuated hand-held fastening tool)</b>
<input type="checkbox"/>	<b>A person will be using a confined space.</b>
<input checked="" type="checkbox"/>	<b>A person will be using a hazardous substance.</b>
<input checked="" type="checkbox"/>	<b>A person could fall at least 3 metres for housing construction work or 2 metres for other construction work.</b>
<input type="checkbox"/>	<b>A person will be working on a roof with a pitch of more than 26°.</b>
<input checked="" type="checkbox"/>	<b>Demolition work (Prescribed Activity)</b>
<input type="checkbox"/>	<b>Asbestos removal work (Prescribed Activity)</b>
<input type="checkbox"/>	<b>tilt-up and pre-cast construction work</b>
<input type="checkbox"/>	<b>structural alterations that require temporary support to prevent collapse</b>
<input checked="" type="checkbox"/>	<b>moving powered mobile plant at the workplace</b>
<input type="checkbox"/>	<b>working on a telecommunications tower</b>
<input type="checkbox"/>	<b>working in, over or adjacent to water where there is a risk of drowning</b>
<input checked="" type="checkbox"/>	<b>working on, or adjacent to, a road or railway</b>
<input type="checkbox"/>	<b>working on or near a pressurized gas distribution mains and consumer piping</b>
<input type="checkbox"/>	<b>working on or near a chemical, fuel or refrigerant line</b>
<input checked="" type="checkbox"/>	<b>work near an exposed energised electrical installation</b>
<input type="checkbox"/>	<b>work in an area that may have a contaminated or flammable atmosphere</b>
<input type="checkbox"/>	<b>work in an area where there are artificial extremes of temperature.</b>
<input checked="" type="checkbox"/>	<b>Crane operation .</b>
<input type="checkbox"/>	<b>Other activities where a person could suffer bodily harm or death. List below.</b>
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	Hot Works Permit – N/A and GPG
<input type="checkbox"/>	Confined spaces permit - N/A
<input type="checkbox"/>	Permit to excavate – GPG
<input type="checkbox"/>	Roof Access Permit - N/A
<input type="checkbox"/>	Permit to operate Elevated Work Platform - GPG
<input type="checkbox"/>	Application for Height - N/A

The following work method statements are attached.

<b>No</b>	<b>Work Method Statement</b>	<b>Completed by</b>
1		
2		
3		
4		
5		
6		
7		
8		
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10		
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18		
19		
20		

# WORK METHOD STATEMENT

## Section 1 Details – work method statement number 1.

<b>Project:</b> Gregors Plumbing & Gas Pty Ltd.		<b>Gregors Plumbing &amp; Gas Pty Ltd.</b> ABN: 46104470073	
<b>Task Description:</b> Underground drainage		<b>Client/Builder:</b> N/A <b>Gregors Plumbing &amp; Gas Pty Ltd :</b> Brett Dahlin <b>Job Address:</b> Townsville Road, Ingham QLD <b>Issue Date:</b> Feb 2009 <b>Approved by:</b> Anthony Gregor	
<b>Reference Documents:</b> NOHSC, WH&S ACT, WH&S REG's, AUST STANDS, LOCAL COUNCIL REQUIREMENTS		<b>Review Date:</b> DAILY <b>Revised by:</b> Brett Dahlin <b>Management Review by and Date:</b> N/A <b>PPE Required:</b> PERSONAL PROTECTIVE EQUIPMENT AS REQUIRED	
TOOLS/EQUIPMENT/SAFETY GEAR REQUIREMENTS	SKILLS REQUIRED	OTHER JOB REQUIREMENTS	PREPARED BY
Electric Drills, Eye and Ear protection Excavator Trucks	Competent in the use of the relevant plant Excavator License	Operator Tickets	Brett Dahlin,  Paul Burnage
<b>High Risk Construction Activities:</b>			
Work at Heights 2 m or more <input type="checkbox"/>	Moving powered plant <input checked="" type="checkbox"/>	Work in areas that may have flammable or contaminated atmosphere <input type="checkbox"/>	Asbestos removal <input type="checkbox"/>
Entering a trench 1.5 m or more deep <input type="checkbox"/>	Work in, over, adjacent to water where a drowning risk exists <input type="checkbox"/>	Work in an area where there are artificial extremes of temperature <input type="checkbox"/>	Documented lifting procedure detailing ground stability, wind; dual crane lifts, > 50 Tonnes etc. <input type="checkbox"/>
Enter a confined space (Permit applies) <input type="checkbox"/>	Work on or adjacent to a road or railway <input type="checkbox"/>	Work near exposed live electrical equipment <input checked="" type="checkbox"/>	
Work on a roof pitch > 26° <input type="checkbox"/>	Work on or near a chemical, fuel or refrigerant line <input type="checkbox"/>	Demolition work <input checked="" type="checkbox"/>	Other: <input checked="" type="checkbox"/>

# WORK METHOD STATEMENT

# G.P.G PTY LTD,

Section 2 Task breakdown				
JOB STEPS	HAZARDS	Risk Score before	CONTROLS	Risk Score final
<b>SPECIFIC JOB STEPS</b> <b>1.PLANNING &amp; PREPARATION FOR WORK</b>	WORK AREA	HIGH	N/A TO SECURE MAIN AREA AND GPG TO BARRICADE WORK AREA. TO HAVE DAILY TOOLBOX TALKS TO DISCUSS THE DAYS ACTIVITIES	LOW
<b>2.AUORTHITY TO WORK</b>	UNTRAINED OR UNSKILLED WORKERS	MED	ALL WORKERS TO HAVE A COMPLETED THE FOLLOWING ITEMS. BLUE CARD, N/A INDUCTION, GPG INDUCTION AND SIGNED OFF GPG WMS FOR RELEVANT TASK AND HAVE A COMPLETE UNDERSTANDING OF THEIR ROLE.	LOW
	PERMIT TO EXCAVATE	High	CHECK IF PERMIT APPLIES AND COMPLETED IF NECESSARY	
<b>3.DEMOLISH TREES AND LOAD OUT</b>	OPERATION OF PLANT	MED	<b>SEE WORK METHOD STATEMENT FOR PLANT OPERATION</b>	LOW
	DAMAGE TO PLANT	MED	ALL OPERATORS TO ENSURE TREES ARE LOWERED AWAY FROM THE MACHINES AND STRUCURE.	LOW
	FALL FROM HIEGHTS	LOW	NO WORKER IS TO WORK WHERE THERE IS A RISK OF FALLING TWO OR MORE METRES.	LOW
	DIFFICULT REMOVAL PROCESS	LOW	IS TREES BECOME A PROBLEM WORKERS ARE TO STOP WORK AND DISCUSS OPTIONS INA TOOL BOX TALK. THE OUTCOME MUST BE PRESENTED IN A WMS	LOW
	Electric Drill	MED	ONLY COMPITENT AND CONFIDENT OPERATORS TO USE THE Electric Drill	LOW



# WORK METHOD STATEMENT

# G.P.G PTY LTD,

	SERVICES	HIGH	N/A TO DISCONNECT ALL SERVICES AND WATER TO THE AREA. DO NOT OVER DIG AND USE NONE-DSTRUCTIVE EXCAVATION WHEN REMOVING THE ROOT SYSTEM. A SPOTTER TO ASSIST EXCAVATORS VIEW AND STOP WORKS IF ANY SERVICES AND ENCOUNTERED.	LOW
		HIGH	PERMEX COMPLETED	LOW
<b>4. DISPOSAL OF VEGETATION</b>	DISPOSAL	MED	AN EXCAVATOR WILL LOAD TRUCKS AND THE MATERIAL WILL BE DISPOSED OF IN THE AIRPORT PRECINCT. N/A TO ADVISE LOCATION	LOW
<b>4.CLEAN UP</b>	EXPOSURE	MED	WHEN THE REMOVAL IS COMPLETE THE ENTIRE WORK AREA IS TO BE FREE FROM DEBRIS AND WASTE MATERIAL	LOW
<b>5. MONITORING</b>	UNSAFE PRACTICES	HIGH	THE WORK WILL BE CONTINUALLY MONITORED BY THE SITE SUPERVISOR. THE SITE WILL BE SUBJECT TO DAILY FORMAL INSPECTIONS	LOW

# WORK METHOD STATEMENT

# G.P.G PTY LTD,

**Section 3. Acknowledgements: I acknowledge that I have read and fully understand the requirements contained herein. In the event of any variation in the task or procedures used, a revised work method statement is required.**

Date	Print Name	Relevant prescribed occupation & number if applicable	Signature
			SIGNED OFF BY EMPLOYEES AFTER N/A APPROVAL

# WORK METHOD STATEMENT

G.P.G PTY LTD,

<b>Section 1 Details – work method statement number 2.</b>			
<b>Project:</b> TYTO WETLANDS		<b>GREGORS PLUMBING &amp; GAS PTY LTD</b> ABN: 96 112 904 444	
<b>Task Description:</b> Rough in of hot and cold water supply		<b>Client/Builder:</b> N/A <b>G.P.G Supervisor:</b> Brett Dahlin, Paul Burange <b>Job Address:</b> Townsville Road, Ingham QLD <b>Issue Date:</b> Feb 2009 <b>Approved by:</b> Anthony Gregor	
<b>Reference Documents:</b> WH&S ACT, WH&S REG's, AUST STANDS, LOCAL COUNCIL REQUIREMENTS, CPA REQUIREMENTS, N/A REQUIREMENTS		<b>Review Date:</b> DAILY <b>Revised by:</b> Brett Dahlin <b>Management Review by and Date:</b> N/A <b>PPE Required</b> safety boots, hard hats <b>Signage required:</b> general construction signage	
TOOLS/EQUIPMENT/SAFETY GEAR REQUIREMENTS	SKILLS REQUIRED	OTHER JOB REQUIREMENTS	<b>PREPARED BY</b>
EXCAVATORS SCAFFOLD  OXY/ACETYLENE  ELECTRIC DRILLS,POWER LEADS	ALL OPERATORS WILL HAVE  TO BE USED  TO BE USED	EWP PERMIT APPLICATION FOR HEIGHT ROOF ACCESS PERMIT	Paul Burnage
<b>High Risk Construction Activities:</b>			
Work at Heights 2 m or more <input type="checkbox"/>	Moving powered plant <input type="checkbox"/>	Work in areas that may have flammable or contaminated atmosphere <input type="checkbox"/>	Asbestos removal <input type="checkbox"/>
Entering a trench 1.5 m or more deep <input type="checkbox"/>	Work in, over, adjacent to water where a drowning risk exists <input type="checkbox"/>	Work in an area where there are artificial extremes of temperature <input type="checkbox"/>	Documented lifting procedure detailing ground stability, wind; dual crane lifts, > 50 Tonnes etc. <input type="checkbox"/>
Enter a confined space (Permit applies) <input type="checkbox"/>	Work on or adjacent to a road or railway <input type="checkbox"/>	Work near exposed live electrical equipment <input type="checkbox"/>	
Work on a roof pitch > 26° <input type="checkbox"/>	Work on or near a chemical, fuel or refrigerant line <input type="checkbox"/>	Demolition work <input type="checkbox"/>	Other: <input type="checkbox"/>

# WORK METHOD STATEMENT

G.P.G PTY LTD,

<b>Section 2 Task breakdown</b>				
<b>JOB STEPS</b>	<b>HAZARDS</b>	<b>Risk Score before</b>	<b>CONTROLS</b>	<b>Risk Score final</b>
OPERATION OF PLANT AND EQUIPMENT IN GENERAL	ELECTRICITY AND LIVE POWER (LV)	MED	ALL HV/LV DISCONNECTED BY N/A PRIOR TO WORKS COMMENCING. GPG TO HAVE DAILY TOOLBOX TALKS TO DISCUSS THE DAYS ACTIVITIES.	LOW
OPERATION OF PLANT AND EQUIPMENT	OIL SPILLS	MED	SPILLS KITS ON SITE AND IN MACHINE TOOL BOX	LOW
OPERATION OF PLANT AND EQUIPMENT	BREAKDOWNS AND LEAKS	LOW	ALL MACHINES IN GOOD SERVICE ORDER AND RECORDS RETAINED.	
OPERATION OF PLANT AND EQUIPMENT	OTHER WORKERS	MED	ALL PLANT TO HAVE THE REVERSING BEAPERS AND FLASHING LIGHT IN GOOD OPERATION. ALL WORKERS TO HAVE HIGH VIS VEST ON WHEN PLANT OPERATING IN AREA. DESIGNATED WORK AREA FOR PLANT TO BE ESTABLISHED AND PLANT TO ONLY OPERATE IN THESE EXCLUDED AREAS.	LOW
LOADING TRUCKS WITH DEBRIS OR SALVAGE	DAMAGE	MED	ONLY LOADS TRUCK OVER THE REAR OF THE TAILGATE, NEVER LOAD OVER THE CABIN.	LOW
		MED	ALL OPERATORS TO ENSURE TREES AND DEBRIS IS LOWERED AWAY FROM THE MACHINES AND OTHER STRUCURE.	LOW

## WORK METHOD STATEMENT

G.P.G PTY LTD,

OPERATION OF PLANT AND EQUIPMENT	NOISE AND VIABRATION	MED	MACHINES WILL ONLY OPERATE BETWEEN THE ALOCATED CONTRACT HOURS AND ALL RELEVANT PPE MUST BE WORN	LOW
OPERATION OF PLANT AND EQUIPMENT	UNTRAINED OPERATORS	MED	ONLY LICENCE AND COMPETEANT OPERATORS TO OPERATE EQUIPMENT. PLANT TICKETS TO BE DOCUMENTED ON JOB FILE.	LOW
OPERATION OF PLANT AND EQUIPMENT	RE-FEULING	MED	ONLY REFUEL IN DISIGNATED AREA WITH SPILL CONTROLS IN PLACE	LOW
OPERATION OF PLANT AND EQUIPMENT	HIGH VOLTAGE POWER	HIGH	N/A TO DISCONNECT ANY LV/HV POWER WORK AREAS PRIOR TO ANY WORK COMMENCING.	LOW
OPERATION OF EWP	OPERATOR COMPENTENCY	MED	ALL COMPENTENCY TICKETS ARE TO BE INSPECTED PRIOR TO WORKERS OPERATING ANY EWP'S AND FOLLOW THE MANUFACTORS INSTRUCTIONS. PERMIT MUST BE COMPLETED. /	LOW
OTHER PLANT OPERATION INCLUDING SUB-CONTRACTORS	SAFE OPERATION	MED	ALL EQUIPMENT SHALL BE OPERATED IN ACCORDANCE WITH THE SPECIFIC MANUFACTURERS INSTRUCTIONS AND OPERATORS SHALL REFER TO THOSE INSTRUCTIONS FOR DETAILED INSTRUCTION	LOW
CRANE OPERATION ON SITE	LIFTING HAZARDS	HIGH	LIFT PLANS WILL BE COMPLETED PRIOR TO ANY LIFTS TAKING PLACE ON SITE AND CRANE WMS COMPLETED. PERMIT FOR HEIGHT MUST BE COMPLETED.	LOW

## WORK METHOD STATEMENT

G.P.G PTY LTD,

DEMOLISHING VEGETATION/ MINOR WALLS USING EXCAVATORS AND BOBCATS WHEN SAFE TO DO SO.	DAMAGE TO PLANT	MED	OPERATORS TO HAVE SPOTTERS WITHIN VISION AND ALERT AT ALL TIMES, OPERATORS NOT TO PUT PLANT IN LINE OF FALLING BUILDING MATERIALS.	LOW
	DAMAGE TO OTHER PARTS OF THE BUILDING	MED	SEPARATE ALL ADJOINING BUILDING WALLS AND STRUCTURE THAT ARE TO REMAIN OR THAT MAY BE JEOPARDISED DURING THESE LOCALISED DEMOLITION WORKS. SPOTTERS TO BE VIGILANT IN THERE OBSERVATION OF OTHER PROPERTY.	LOW
	PERSONAL INJURY	LOW	OPERATORS TO WEAR SAFETY GLASSES AND LONG SLEEVED AND LONG LEGGED APPAREL. SPOTTERS TO STAND WELL CLEAR OF DEMOLITION ZONE AND THE AREA IS TO BE FENCED OR ZONED OFF FROM THE GENERAL DEMOLITION WORK AREA.. SPOTTERS SECURE AREA AND STOP WORKS WHEN OTHER PERSONNEL WANT TO ENTER AREA..	LOW



# LIFT PLAN

<b>Date scheduled for operation</b>	
<b>Location of operation</b>	

<b>Operator Information</b> <i>(include details for all crane operators / riggers / doggers involved in lift)</i>	
<b>Name</b>	<b>Details of certificates held</b>
Proof of operator certification available	Yes / No <i>(circle)</i>

<b>Crane information</b>	
Identification of crane/s to be used	
Proof of crane registration available	Yes / No <i>(circle)</i>
Maximum radius	
Maximum boom extension	
Rated SWL at max. boom extension and radius	

<b>Load Description</b>		
<b>Item to be lifted</b>		
<b>Weight of load</b>	<i>Weight of item to be lifted</i>	
	<i>Weight of rigging equipment</i>	
	<i>Weight of hook and block</i>	
	<b>Total Weight imposed on crane</b>	
<b>Method of rigging or slinging</b> <i>(provide information or sketch)</i> <i>(Attach information if insufficient space)</i>		



**Description of operation or lift procedure to be followed**

*(Include drawing, sketch or other details including crane setup positions, locations where loads are to lifted from and to, obstacles (e.g. buildings or other structures), overhead powerlines, areas where crane cannot be setup (e.g. trenches, some wharves, covered penetrations).*

*(Attach information if insufficient space)*

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**Prepared By**

Name		
Signature		Date

**Authority to conduct operation**

Name		
Signature		Date

# HOT WORK PERMIT

*This permit must be completed for all hot work conducted in a hazardous area.*

<b>Permission Granted to</b>			
<b>Location of work</b>			
<b>Details of work to be undertaken</b> (e.g. cutting, welding, heating)			
<b>Permit starts</b>	<b>Permit expires</b>		
Date:...../...../..... Time .....am/pm	Date:...../...../..... Time .....am/pm		
<b>Emergency Information</b>			
<b>If fire occurs, call</b>		<b>Telephone No</b>	
<b>Fire Watch Required</b>	<input type="radio"/> Yes <input type="radio"/> No	<b>By whom?</b>	
<b>Fire Fighting equipment available</b>	<input type="radio"/> Fire extinguisher <input type="radio"/> Other ..... <input type="radio"/> Fire Hose Reel		
<b>Special Precautions</b>			

## Exposure to Hazards *(Check each item carefully and tick each)*

	Required			<b>Work Procedure &amp; Key Points</b> <i>(How to do it)</i>
	Yes	No	N/A	
Sprinklers in service				
<b>Within 15 metres of work</b>				
Floors clear of combustibles				
Combustible floors wet down or covered				
No combustible material or flammable liquids				
Combustibles or flammable liquids covered or shielded				
All wall and floor openings covered to prevent transmission of sparks?				
Covers suspended beneath work to collect sparks				
Spark / flash screens in place				
<b>Other precautions</b>				
Power isolated if using flame or cutting equipment in proximity to live conductors				
Tanks, valves, vent, pipelines been blanked off or isolated?				
Equipment or containers cleaned and purged of combustible and flammable materials or vapours				
Spark / flash screens in place				
Fire equipment been checked and laid out				
Site of hot work been isolated/roped off?				
Other?				

### Authority to conduct work

The above work is authorised to proceed subject to the above actions being taken prior to the hot work commencing.	
Name ( <i>Person in direct control of work</i> )	Signature
Date:...../...../..... Time .....am/pm	

### Work Completed

The above work is completed and all hot work has ceased.	
Name ( <i>Person carrying out work</i> )	Signature
Date:...../...../..... Time .....am/pm	

### Fire Watch (If Required)

The work area and all adjacent areas where sparks may have spread have been inspected for at least 60 minutes after the hot work was completed and no fire conditions have been noted.	
Name ( <i>Person carrying out fire watch</i> )	Signature
Date:...../...../..... Time .....am/pm	

### Withdrawal of permit

The work is completed and/or area made safe. All equipment has been removed and the area restored.	
Name ( <i>Person in direct control of work</i> )	Signature
Date:    /    /	
Remarks or comments about the work:	

**Please return this permit to the Site Supervisor**

# WORK METHOD STATEMENT

G.P.G. Pty Ltd

## Section 1 Details – work method statement number 4

**Project:** TYTO WETLANDS

**G.P.G. Pty Ltd**

ABN: 96 112 904 444

**Task Description:** Welding with pipe cement eg: gluing and priming UPVC pipework.

**Client/Builder:** N/A

**GPG Supervisor:** Brett Dahlin

**Job Address:** Townsville Rd, Ingham QLD

**Issue Date:** February 2009 **Approved by:** Anthony Gregor

**Review Date:** DAILY **Revised by:** Brett Dahlin

**Management Review by and Date:** N/A

**PPE Required** safety boots, hard hats, safety glasses

**Reference Documents:** WH&S ACT, WH&S REG's, AUST STANDS, LOCAL COUNCIL REQUIREMENTs

TOOLS/EQUIPMENT/SAFETY GEAR REQUIREMENTS	SKILLS REQUIRED	OTHER JOB REQUIREMENTS	PREPARED BY
Safety glasses, rubber gloves	Brushing pipe work in an orderly manner away from the body	If in confined space or in areas with low oxygen, breathing apparatus's should be readily available	Anthony Gregor

### High Risk Construction Activities:

Work at Heights 2 m or more <input type="checkbox"/>	Moving powered plant <input type="checkbox"/>	Work in areas that may have flammable or contaminated atmosphere <input type="checkbox"/>	Asbestos removal <input type="checkbox"/>
Entering a trench 1.5 m or more deep <input type="checkbox"/>	Work in, over, adjacent to water where a drowning risk exists <input type="checkbox"/>	Work in an area where there are artificial extremes of temperature <input type="checkbox"/>	Documented lifting procedure detailing ground stability, wind; dual crane lifts, > 50 Tonnes etc. <input type="checkbox"/>
Enter a confined space (Permit applies) <input type="checkbox"/>	Work on or adjacent to a road or railway <input type="checkbox"/>	Work near exposed live electrical equipment <input type="checkbox"/>	
Work on a roof pitch > 26 <sup>0</sup> <input type="checkbox"/>	Work on or near a chemical, fuel or refrigerant line <input type="checkbox"/>	Demolition work <input type="checkbox"/>	Other: <input type="checkbox"/>

# WORK METHOD STATEMENT

<b>Section 2 Task breakdown</b>				
<b>JOB STEPS</b>	<b>HAZARDS</b>	<b>Risk Score before</b>	<b>CONTROLS</b>	<b>Risk Score final</b>
Prior to works commencing, observe area and be sure that no flammable liquids or substances are in surrounding areas	Fire, scalding of skin, failure of eyesight	3	GPG TO HAVE DAILY TOOLBOX TALKS TO DISCUSS THE DAYS ACTIVITIES.	9

## WORK METHOD STATEMENT

**Section 3. Acknowledgements: I acknowledge that I have read and fully understand the requirements contained herein. In the event of any variation in the task or procedures used, a revised work method statement is required.**

Date	Print Name	Relevant prescribed occupation & number if applicable	Signature
			SIGNED OFF BY EMPLOYEES AFTER N/A APPROVAL

# WORK METHOD STATEMENT

## Section 1 Details – work method statement number 3

<b>Project:</b> TYTO WETLANDS		<b>G.P.G. Pty Ltd</b> ABN: 96 112 904 444	
<b>Task Description:</b> Working at heights above 2meters		<b>Client/Builder:</b> N/A <b>GPG Supervisor:</b> Brett Dahlin <b>Job Address:</b> Townsville Rd, Ingham QLD <b>Issue Date:</b> September 2007 <b>Approved by:</b> Anthony Gregor <b>Review Date:</b> DAILY <b>Revised by:</b> Brett Dahlin <b>Management Review by and Date:</b> N/A <b>PPE Required</b> safety boots, hard hats <b>Signage required:</b> general construction signage, <b>DEMOLITION ZONE KEEP OUT, WORKERS ABOVE</b>	
<b>Reference Documents:</b> WH&S ACT, WH&S REG's, AUST STANDS, LOCAL COUNCIL REQUIREMENTS			
TOOLS/EQUIPMENT/SAFETY GEAR REQUIREMENTS	SKILLS REQUIRED	OTHER JOB REQUIREMENTS	PREPARED BY
TBA	ALL OPERATORS WILL HAVE LICENCE'S FOR THE PLANT TO BE USED	LV POWER DISCONNECTED RELEVANT PERMITS COMPLETED. SEE SECTION 4:1 OF WORK PLAN	Anthony Gregor

### High Risk Construction Activities:

Work at Heights 2 m or more <input type="checkbox"/>	Moving powered plant <input checked="" type="checkbox"/>	Work in areas that may have flammable or contaminated atmosphere <input type="checkbox"/>	Asbestos removal <input type="checkbox"/>
Entering a trench 1.5 m or more deep <input type="checkbox"/>	Work in, over, adjacent to water where a drowning risk exists <input type="checkbox"/>	Work in an area where there are artificial extremes of temperature <input type="checkbox"/>	Documented lifting procedure detailing ground stability, wind; dual crane lifts, > 50 Tonnes etc. <input type="checkbox"/>
Enter a confined space (Permit applies) <input type="checkbox"/>	Work on or adjacent to a road or railway <input type="checkbox"/>	Work near exposed live electrical equipment <input checked="" type="checkbox"/>	
Work on a roof pitch > 26 <sup>0</sup> <input type="checkbox"/>	Work on or near a chemical, fuel or refrigerant line <input type="checkbox"/>	Demolition work <input checked="" type="checkbox"/>	Other: <input type="checkbox"/>

## WORK METHOD STATEMENT

<b>Section 2 Task breakdown</b>				
<b>JOB STEPS</b>	<b>HAZARDS</b>	<b>Risk Score before</b>	<b>CONTROLS</b>	<b>Risk Score final</b>
GPG TO HAVE DAILY TOOLBOX TALKS TO DISCUSS THE DAYS ACTIVITIES. OTHER HEIGHT WORKS MAY NEED ADDITIONAL INFORMATION AND MORE SPECIFIC DETAIL. THESE WMS WILL BE ESTABLISHED PRIOR TO WORKS COMMENCING ON THESE TASKS.				
ACCESS ROOF AND AREAS ABOVE 2METERS	FALL FROM HEIGHTS	MED	LADDERS TIED OFF AT TOP AND FOOTED, ANGLE 4:1. SEVERAL ROOF ACCESS POINTS	LOW



# WORK METHOD STATEMENT

SHEETING REMOVAL/UNSCREWING	FALL FROM HEIGHTS	MED	<p>WORKERS TO REMOVE ONE SIDE OF THE ROOF AT A TIME AND WALK OVER THE RIDGE AND LOWER THE SHEETS. WORKERS ARE ALWAYS TO BE STANDING ON ROOFING IRON. NO WORKER IS TO GO WITHIN 2 METRES OF AN UNPROTECTED EDGE. VISUAL HIGH VISABILITY BARRIERS ARE TO BE USED ALONG THE EDGE OF THE ROOFS. WHEN WORKERS HAVE NO CHOICE BE TO WORK WITHIN 2 METERS OF AN 2+M FALL EDGE PROTECTION MUST BE ESTABLISHED AND ANOTHER DETAILED WMS CREATED FOR THAT TASK.</p> <p>EVERY ROOF SHEET IS TO BE CARRIED BY AT LEAST TWO WORKERS</p> <p>ALL WORKERS ARE TO WORK BACKWARDS ALWAYS WORKING OFF THE EXISTING IRON.</p> <p>TRAVEL RESTRAINTS AND A FALL RESTRAINT SYSTEM WILL ONLY BE USED IF EDGEPROTECTION IS NOT IN PLACE AND ONLY USED BY COMPITENTLY TRAINED STAFF IN IT'S CORRECT USE.</p>	LOW
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## WORK METHOD STATEMENT

ROOFING IRON REMOVAL	FALL FROM HEIGHTS	MED	FALL RESTRAINT SYSTEM ONLY TO BE USED AS A LAST RESORT AND TO BE ALWAYS WORN. THE PERSONAL PROTECTION IS TO BE PUT ON AS SOON AS WORKERS ACCESS 2+ M FALL RISK.	LOW
SHEETING REMOVAL/UNSCREWING	WIND	HIGH	WORKERS ARE ONLY TO REMOVE ROOFING IRON WHEN THE WIND IS GUSTS ARE LOW ENOUGH TO SAFELY TO SO. SITE FOREMAN TO MONITOR THIS DAILY.	
SHEETING REMOVAL/UNSCREWING	UNTRAINED EMPLOYEES	MED	ONLY EMPLOYEES WITH APPROPRIATED EXPERIENNCE TO PREFORM WORKS	LOW
PURLIN/STEEL DISMANTLING	FALL FROM HEIGHTS	MED	PURLINS WILL BE UNSCREWED USING A RATTLE GUN AS THE JOINS BECOME VISIBLE. THIS WILL BE COMPLETED BY ANOTHER WORKER. ALWAYS STANDING ON THE NEXT ROOF SHEET WORKING FROM BENEATH ON AN EWP. HOT WORKS MAY BE APPLICABLE	LOW
PURLIN/STEEL REMOVAL AND LOWER TO GROUND	FALL FROM HEIGHTS	MED	WORKERS TO ACCESS THE PURLINS FROM A STABLE WORK PLATFORM AND USE APPROPRIATE LIFTING DEVICE TO LOAD OUT. HOT WORKS PERMITS MAY BE NEED AND CHECK WMS 3.	LOW







## RECORD OF SITE SPECIFIC INDUCTION

<b>Project</b>	:	TYTO WETLANDS
<b>Date &amp; Time</b>	:	
<b>Conducted By</b>	:	

<b>Name</b>	:	
<b>Organisation</b>	:	

<b>Details of Prescribed OccuN/Aion Certificates</b>	:			
<b>General Construction Induction Details</b>	:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Date:</td> <td style="width: 50%; border: none;">Card No:</td> </tr> </table>	Date:	Card No:
Date:	Card No:			

Item	Key Points <i>(tick when completed)</i>	
<b>Administration</b>	<input type="checkbox"/> WH&S Committee <input type="checkbox"/> WH&S Officer <input type="checkbox"/> Toolbox Talks <input type="checkbox"/> Site Inspections <input type="checkbox"/> Report Incidents / Hazards	<input type="checkbox"/> Drinking Water <input type="checkbox"/> Toilets <input type="checkbox"/> Meal Area <input type="checkbox"/> No pets on site <input type="checkbox"/> Vehicle parking
<b>Site Layout</b>	<input type="checkbox"/> Barricades / Public Protection <input type="checkbox"/> Warning signs <input type="checkbox"/> Hazardous Areas	<input type="checkbox"/> Material Deliveries <input type="checkbox"/> Materials Storing & Stacking <input type="checkbox"/> Rubbish collection locations
<b>Site Rules &amp; Hazard Controls</b>	<input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Incident Reporting system <input type="checkbox"/> Housekeeping <input type="checkbox"/> Alcohol and drugs prohibited <input type="checkbox"/> Hazardous Substances <input type="checkbox"/> Electrical & Power Lines <input type="checkbox"/>	<input type="checkbox"/> Working at heights <input type="checkbox"/> Trenching & Excavation <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Machinery, Tools and Equipment <input type="checkbox"/> Follow Instructions <input type="checkbox"/> Ladders <input type="checkbox"/>
<b>Emergency Procedures</b>	<input type="checkbox"/> First aid <input type="checkbox"/> Fire (including fire precautions)	<input type="checkbox"/> Other <input type="checkbox"/>
<b>Work Method Statements</b> <i>(Where applicable)</i>	<input type="checkbox"/> Entering a trench deeper than 1.5m <input type="checkbox"/> Using explosives <input type="checkbox"/> Working on roof with pitch greater than 26° <input type="checkbox"/>	<input type="checkbox"/> Working above 2.4m <input type="checkbox"/> Using hazardous substances <input type="checkbox"/> Working in a confined space <input type="checkbox"/> <input type="checkbox"/>

## 14. Hazardous Substances Register & MSDS

The following hazardous substances are used or will be used as part of this project. A copy of the Material Safety Data Sheet and Risk Assessment is attached to this register.

No	Product	User on Site	MSDS Attached Yes / No	Work Method Statement No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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27				









## To be completed by Person Conducting Talk

Please complete below for hazards identified during the Toolbox Talk.			
Hazard/Risk	Control / Corrective Actions	Person Responsible	Completion Date

## List of Participants

The following persons acknowledge that they were in attendance at this toolbox talk and the topics listed above were addressed.			
Name	Signature	Name	Signature
Name ( <i>Person who conducted talk</i> )		Signature	
Date:    /    /			
Additional remarks or comments:			

## 18. Emergency & Evacuation Information

### The Principal Contractor Contacts

Project Manager	Name: <b>Jim Gutteridge</b> Phone: <b>4755 8000</b>
Contract Administrator	Name: <b>Mike Mitchell</b> Phone: <b>4755 8000</b>
Workplace Health and Safety Officer	TBA

### First Aid or Minor Injury

First Aider	Name: <b>Paul Burnage (GPG)</b> Phone: <b>0418 310 895</b>
Medical Centre	Name: <b>The Doctors</b> Phone: <b>TBA</b>

### Emergency

Emergency	Phone : "000" the type and nature of the emergency
<p><b>AFTER PROVIDING FIRST AID RESPONSE DO NOT INTERFERE WITH THE SCENE OF THE ACCIDENT UNTIL ADVISED TO DO SO BY THE SITE SUPERVISOR.</b></p> <p>Once any emergency call has been made the incident must be reported to the Site Supervisor as soon as possible if this has not already been done.</p> <p>The Site Supervisor will notify other authorities as required.</p>	

## Evacuation

### Evacuation Process

1. As Per N/A induction.

## 19. Risk Assessment Register

## **20. Important documents**

- **Plan indicating total site layout in site office**
- **Stage Plan**
- **N/A - Hot Work Permit**
- **N/A - Roof access permit**
- **CPA - Permit to Excavate**
- **N/A - Confined Space permit**
- **N/A - EWP permit**
- **CPA – Application For Height**
- **OLS - Planning Purposes Chart**
- **OLS - Temporary Obstacle checking chart**
- **CPA - Salvage List**

HOT WORKS PERMIT

**ACTIVITY**

**Project:** \_\_\_\_\_ **Job No:** \_\_\_\_\_

**Subcontractor:** \_\_\_\_\_

**Task/Activity:** \_\_\_\_\_

**WMS/JSA Title:** \_\_\_\_\_ (to be attached)

**Location:** \_\_\_\_\_  
 (Attach plan/sketch if possible)

**HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL MEASURES**

What hot work is covered by this permit? \_\_\_\_\_

Where is the hot work to be carried out? \_\_\_\_\_

What equipment is to be used? \_\_\_\_\_

List the fire fighting equipment to be laid out at the work site \_\_\_\_\_

The following checks have been made:

Note: All questions are to be answered and initialled by the issuing HY Site Manager/ Site Safety Officer.

Have drains, pits and depressions been checked, isolated and sealed?	YES/NO
Have combustible materials been removed from the work are and made safe?	YES/NO
Has a copy of precautions been issued to the Contractor?	YES/NO
Are flammable liquids, gases or dust present?	YES/NO
Are spark/flash screens in place?	YES/NO
Has the of hot work been isolated/roped off?	YES/NO
Is the fire detection system isolated?	YES/NO
Has the fire fighting equipment been checked and laid out?	YES/NO
Does the operator know how to use fire fighting equipment?	YES/NO
Does to operator know the location of a telephone and the "break glass" fire alarm?	YES/NO
Is the fire pump or fire brigade on standby?	YES/NO
Is a firewatch required and organised?	YES/NO
Does the site need to be inspected on completion of the work?	YES/NO
Following completion of the work has the fire detection system been reactivated?	YES/NO

The following conditions/precautions must be observed.

**PERMIT VALIDITY, ISSUE & CLOSE**

**Permit Duration:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Issued By (HY Rep):** Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Received By (S/C Rep):** Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Closed By (HY Rep):** Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

ROOF ACCESS PERMIT

REF:

Project:	Job No:
Company Name:	Date:
Employee Name:	Mobile No:

Scope of Works:

Equipment List & approx weight:

Check List	Read	Agree
Safety Procedure		
Employer SWMS for scope of works		
Roof Awareness Induction		

Employer Signature	
Subcontractor Rep Signature	
Safety Com Supervisor	
HY Signature Confirm	

Notes:



## Section 1 Details – work method statement number

<b>Project:</b>		G.P.G. Pty Ltd ABN: 96 112 904 444	
<b>Task Description:</b>		<b>Client/Builder:</b> <b>GPG Supervisor:</b> <b>Job Address:</b> <b>Issue Date:</b> <span style="float: right;"><b>Approved by:</b></span>	
<b>Reference Documents:</b> WH&S ACT, WH&S REG's, AUST STANDS, LOCAL COUNCIL Requirements		<b>Review Date: DAILY</b> <span style="float: right;"><b>Revised by:</b></span> <b>Management Review by and Date: N/A</b> <b>PPE Required safety boots, hard hats</b> <b>Signage required: general construction signage</b>	
TOOLS/EQUIPMENT/SAFETY GEAR REQUIREMENTS	SKILLS REQUIRED	OTHER JOB REQUIREMENTS	<b>PREPARED BY</b>
<b>High Risk Construction Activities:</b>			
Work at Heights 2 m or more <input type="checkbox"/>	Moving powered plant <input type="checkbox"/>	Work in areas that may have flammable or contaminated atmosphere <input type="checkbox"/>	Asbestos removal <input type="checkbox"/>
Entering a trench 1.5 m or more deep <input type="checkbox"/>	Work in, over, adjacent to water where a drowning risk exists <input type="checkbox"/>	Work in an area where there are artificial extremes of temperature <input type="checkbox"/>	Documented lifting procedure detailing ground stability, wind; dual crane lifts, > 50 Tonnes etc. <input type="checkbox"/>
Enter a confined space (Permit applies) <input type="checkbox"/>	Work on or adjacent to a road or railway <input type="checkbox"/>	Work near exposed live electrical equipment <input type="checkbox"/>	
Work on a roof pitch > 26° <input type="checkbox"/>	Work on or near a chemical, fuel or refrigerant line <input type="checkbox"/>	Demolition work <input type="checkbox"/>	Other: <input type="checkbox"/>

## Section 2 Task breakdown

JOB STEPS	HAZARDS	Risk Score before	CONTROLS	Risk Score final
PLANNING & PREPARATION FOR WORK	ELECTROCUTION	High	N/A DISCONNECT ALL POWER TO THE WALKWAY AND GET SIGN OFF PRIOR TO WORKS COMMENCING. WORKERS TO TEST WIRES AND CABLES WITH POWER STICKS PRIOR TO CUTTING THROUGH ANY WIRES. GPG TO HAVE DAILY TOOLBOX TALKS TO DISCUSS THE DAYS ACTIVITIES.	LOW
	SECURITY	HIGH	GPG SUPERVISORS TO HAVE ASIC PASSES AND HAVE A VISUAL ON ALL EMPLOYEES ON SITE AT ALL TIMES. ALL GPG SUPERVISORS WILL HOLD ASIC PASSES. IF ASIC ARE NOT READY ISS SECURITY TO BE IS VISUAL AT ALL TIMES	LOW
		MED	ALL EXCLUSIONS ZONES AND BARRICADING TO BE IN PLACE PRIOR TO WORKS COMMENCING	LOW
	LIGHTING	MED	DAY MAKERS WILL BE USED FOR EXTRA LIGHTING	LOW
	SALVAGE LIST	HIGH	CHECK LIST FOR CPA SALVAGE AND REMOVE PRIOR TO DEMOLITION	LOW
OPERATION OF PLANT AND EQUIPMENT IN GENERAL	METHODS	MED	GPG TO HAVE A TOOLBOX TALK TO DISCUSS THE ACTIVITIES PRIOR TO STARTING.	LOW

OPERATION OF PLANT AND EQUIPMENT	OIL SPILLS	MED	SPILLS KITS ON SITE AND IN MACHINE TOOL BOX	LOW
OPERATION OF PLANT AND EQUIPMENT	BREAKDOWNS AND LEAKS	LOW	ALL MACHINES IN GOOD SERVICE ORDER AND RECORDS RETAINED.	
OPERATION OF PLANT AND EQUIPMENT	OTHER WORKERS	MED	ALL PLANT TO HAVE THE REVERSING BEAPERS AND FLASHING LIGHT IN GOOD OPERATION. ALL WORKERS TO HAVE HIGH VIS NIGHT VEST ON WHEN PLANT OPERATING IN AREA. DESIGNATED WORK AREA FOR PLANT TO BE ESTABLISHED AND PLANT TO ONLY OPERATE IN THESE EXCLUDED AREAS.	LOW
		MED	ALL OPERATORS TO ENSURE DEBRIS IS LOWERED AWAY FROM THE MACHINES AND OTHER STRUCTURE.	LOW
OPERATION OF PLANT AND EQUIPMENT	NOISE AND VIABRATION	MED	MACHINES WILL ONLY OPERATE DURING THE ALOCATED HOURS (PM) AND ALL RELEVANT PPE MUST BE WORN	LOW
OPERATION OF PLANT AND EQUIPMENT	UNTRAINED OPERATORS	MED	ONLY LICENCE AND COMPETEANT OPERATORS TO OPERATE EQUIPMENT. PLANT TICKETS TO BE DOCUMENTED ON JOB FILE.	LOW
OPERATION OF PLANT AND EQUIPMENT	RE-FEULING	MED	ONLY REFUEL IN DISIGNATED AREA WITH SPILL CONTROLS IN PLACE	LOW

<p>DEMOLISHING FIRST SPAN OF WALKWAY USE A MECHANICAL MEANS AND LOWER MEMBERS TO THE GROUND, PLANT IS 35t EXCAVATOR FITTER WITH 500PSI PULVERISER. EXCAVATOR WILL SHEAR THE SUPER STRUCTURE WITH THE CUTTERS IN THE THROUGHT AND STACK BEHIND THE MACHINE FOR LOAD OUT LATER OR IF PRACTICAL LOAD OUT INTO TRUCKS IMMEDIATELY. GLASS WILL BE PUNCHED IN TO AVOID OUTWARD FLYING SHARDS. EACH FLIGHT WILL BE MECHANICALLY WRESTLED TO SHEAR THE CHANNELL BOLTS BEFORE THE FLIGHT IS LOWERED OUT THE WAY. SMALL CONCRETE DEBRIS AND RUBBISH WILL FALL AND IS TO BE CLEANUP UP A THE EARLIEST SAFEST CONVIENENCE.</p>	<p>DAMAGE TO PLANT</p>	<p>MED</p>	<p>OPERATORS TO HAVE SPOTTERS WITHIN VISION AND ALERT AT ALL TIMES, OPERATORS NOT TO PUT PLANT IN LINE OF FALLING BUILDING MATERIALS.</p>	<p>LOW</p>
	<p>CONCRETE COLUMN IN THE WAY</p>	<p>HIGH</p>	<p>THE WESTERN COLUMN WILL NEED TO BE REMOVED FIRST PRIOR TO THE DEMOLITION TASK TO ALLOW TRACKING MOVEMENT FOR THE EXCAVATOR</p>	<p>LOW</p>
	<p>OVERLOADING MACHINE</p>	<p>LOW</p>	<p>WORK METHOD WAS USED RECENTLY SUCCESSFULLY WITH A SMALLER MACHINE</p>	<p>LOW</p>

	DAMAGE TO OTHER SERVICES INCLUDING ANY THE FUEL STOP LINES OR BREAK GLASSESS	MED	EXCAVATOR TO WORK FROM EASTERN GARDEN BED FOR THE FIRST SPAN OF WALKWAY. AND DEMOLISH THE STRUCTURE ONTO THE GARDEN BED. EXCAVATOR TO LOAD OUT MATERIAL INTO WAITING TRUCKS STRAIGHT AWAY AND DUMP AT A TEMPOARY SITE FOR RELOADING AND DISPOSAL DURING BUSINESS HOURS.	LOW
	GENERAL SERVICES TRENCH	MED	WORKS TO BE COMPLETED PRIOR TO THE GENERAL SERVICES TRENCH BEING EXCAVATED OR AFTER THE TRENCH HAS BEEN BACKFILLED AND COMPACTED	LOW
	GLASS SHARDS	LOW	EXCAVATOR TO PUNCH GLASS IN AND OPERATORS TO HAVE ALL DOORS AND WINDOWS ON PLANT CLOSED. EXCAVATOR TO BE FITTED WITH FOPS PROTECTION. ALL WORKERS TO BE OUTSIDE EXCLUSION ZONE AND WEAR SAFETY GLASSES AND LONG SLEEVED AND LONG LEGGED APPAREL. SPOTTERS TO STAND WELL CLEAR OF DEMOLITION ZONE AND THE AREA IS TO BE FENCED OR ZONED OFF FROM THE GENERAL DEMOLITION WORK AREA. SPOTTERS SECURE AREA AND STOP WORKS WHEN OTHER PERSONNEL WANT TO ENTER AREA.	LOW

CLEAN UP GLASS AND SMALL DEBRIS	PERSONAL INJURY	MED	<p>WHEN DEMOLITION COMMENCES ALL EMPLOYEES TO STAND WELL CLEAR OF EXCLUSION ZONE. ALL GLASS TO BE CLEANED UP WHEN EXCAVATOR MOVES TO NEXT SECTION OR OUT OF AREA AND THERE IS NO RISK OF ITEMS OR MATERIALS FALLING ON WORKERS. ALL WORKERS CLEANING UP GLASS ARE TO WEAR LONG LEGGED PANTS AND LONG SLEEVE SHIRTS. GLOVES ARE TO BE WORN AT ALL TIMES ALWAYS TAKE CARE WHEN HANDLING SHARPS. PLACE GLASS IN BOBCAT BUCKET OR WHEEL BARROWS FOR DISPOSAL.</p>	LOW
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<p>DEMOLITION OF REMAINING WALKWAY FROM AIR-SIDE ROAD USING MECHANICAL MEANS AND LOWER MEMBERS TO THE GROUND, PLANT IS 35t EXCAVATOR FITTER WITH 500PSI PULVERISER. EXCAVATOR WILL SHEAR THE SUPER STRUCTURE WITH THE CUTTERS IN THE THROUGHT AND STACK BEHIND THE MACHINE FOR LOAD OUT LATER OR IF PRACTICAL LOAD OUT INTO TRUCKS IMMEDIATELY. GLASS WILL BE REMOVED PRIOR TO AVOID FLYING SHARDS. EACH FLIGHT WILL HAVE THE CONCRETE PULVERISED TO REDUCE WEIGHT AND THEN BE MECHANICALLY WRESTLED TO SHEAR THE CHANNELL BOLTS BEFORE THE FLIGHT IS LOWERED OUT THE WAY. SMALL CONCRETE DEBRIS AND RUBBISH WILL FALL AND IS TO BE CLEANUP UP A THE EARLIEST SAFEST CONVIENENCE.</p>	<p>DAMAGE TO PLANT</p>	<p>MED</p>	<p>OPERATORS TO HAVE SPOTTERS WITHIN VISION AND ALERT AT ALL TIMES, OPERATORS NOT TO PUT PLANT IN LINE OF FALLING BUILDING MATERIALS. THE SAME OPERATOR WILL BE USED THAT HAS PREVIOUSLY SUCCESSFULLY COMPLETED THE EARLIER WALKWAYS. EXCAVATOR TO ALWAYS OPERATE ON THE PLY PROTECTION AND RE-POSITION IF PLY MOVES AND THE BITUMEN IS AT RISK OF DAMAGE.</p>	<p>LOW</p>
	<p>OVERLOADING MACHINE</p>	<p>LOW</p>	<p>WORK METHOD WAS USED RECENTLY SUCCESSFULLY WITH A SMALLER MACHINE</p>	<p>LOW</p>

	<p>DAMAGE TO OTHER SERVICES INCLUDING CONCRETE CROSSOVERS, WALKWAYS AND SITE HUTS.</p>	<p>MED</p>	<p>PLACE TYRES ON THE NEW CONCRETE AND COVER WITH PLY AND CARPET TO PROTECT FROM ANY DAMAGE WITH FALLING DEBRIS. PLACE PLY AGAINST SITE HUT TO PROTECT AGAINST ANY FLYING DEBRIS. PLACE PLY ON ROAD FOR EXCVATOR TO SIT ON WHILE DEMOLISHING TO PROTECT THE BITUMEN. ALLSERVICES REMAINING NEED TO BE PROTECTED AND N/A WILL ADVISE WHEN SAFETY MEASURES ARE SUFFICIENT. SOME ITEMS MAY NEED SMALL STRUCTURES PLACE OVER THEM FOR PROTECTION.</p>	<p>LOW</p>
			<p>EXCAVATOR TO WORK FROM AIR-SIDE ROAD FOR THE REMAINDER OF THE WALKWAY. DEMOLISH THE STRUCTURE TAKING ALL CARE NOT TO DAMAGGE THE WALKWAY AND ANY LOOSE DEBRIS PLACE ONTO THE PARRELL GARDEN BED. EXCAVATOR TO LOAD OUT MATERIAL INTO WAITING TRUCKS STRAIGHT AWAY AND DUMP AT A TEMPOARY SITE FOR RELOADING AND DISPOSAL DURING BUSINESS HOURS.</p>	



	GLASS	LOW	GLASS TO BE REMOVED MANUALLY PRIOR TO MECHANICALL DEMOLITION.	LOW
	FLYING DEBRIS	LOW	EXCAVATOR TO BE FITTED WITH FOPS PROTECTION. ALL WORKERS TO BE OUTSIDE EXCLUSION ZONE AND WEAR SAFETY GLASSES AND LONG SLEEVED AND LONG LEGGED APPAREL. SPOTTERS TO STAND WELL CLEAR OF DEMOLITION ZONE AND THE AREA IS TO BE FENCED OR ZONED OFF FROM THE GENERAL DEMOLITION WORK AREA. SPOTTERS SECURE AREA AND STOP WORKS WHEN OTHER PERSONNEL WANT TO ENTER AREA.	LOW
CUTTING OF STEEL IF REQUIRED	HOTWORKS	MED	(OXY OR GRINDER) PRODUCING SPARKS AND IGNITION SOURCE WILL NEED TO BE ONLY AFTER A COMPLETED HOT WORKS PERMIT HAS BEEN COMPLETED	LOW

LOAD OUT	RUBBISH AND GLASS	HIGH	ALL MATERIAL INCLUDING GLASS IS TO BE CLEANED UP PRIOR TO BAGGAGE HANDLERS OR AIRPORT OPERATIONS COMMENCING WORKS THE NEXT DAY. TAKE ALL CARE WITH GLASS AS IT IS NOT TUFFENED, AND IF TIRED DUE TO PM SHIFT TAKE REST BREAKS WHERE NEEDED.	LOW
<b>4. MONITORING</b>	UNSAFE PRACTICES	HIGH	THE MECHANICAL DEMOLITION SITE WILL BE CONTINUALLY MONITORED BY THE SITE SUPERVISORS.	LOW
<b>ANY FURTHER RISK PLEASE LIST DURING WORKS AND ASSESS THE NEED FOR CONTROLS</b>				

**Section 3. Acknowledgements: I acknowledge that I have read and fully understand the requirements contained herein. In the event of any variation in the task or procedures used, a revised work method statement is required.**

Date	Print Name	Relevant prescribed occuN/Aion & number if applicable	Signature
			SIGNED OFF BY EMPLOYEES AFTER N/A APPROVAL

