

SAFE WORK PROCEDURE FOR INSTALLATION OF EXTERNAL CLADDING



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1. Description and scope of works

This procedure has been formulated to cover safe systems of work for the installation of external cladding. This instruction will be used to reduce risks to workers health and the health and safety of others working on the site. This procedure encompasses systems of work involving access and egress, public protection, tools and equipment, removal of rubbish, storage of materials, personal protective equipment and working at heights.

2. Authorisation and references

The requirement of the following documents have, in part, been taken as references for formulating this procedure:

- Code of practice (manual handling)
- Code of practice (plant)
- Code of practice (hazardous substances)
- Code of practice (storage and handling dangerous goods)
- Code of practice (prevention of falls in housing construction)
- Code of practice for prevention of falls in general construction
- Australian Standard AS 6001: Working platforms for housing construction
- Australian standard AS/NZS 1892.1 : portable ladders - metal
- Australian Standard AS 1873 - explosive power hand held fastening tools, fasteners and explosive charges
- Australian Standard AS/NZS 4576: guidelines for scaffolding
- Australian Standard AS/NZS 3760 - in service safety inspection and testing of electrical equipment
- Victorian Occupational Health and Safety Act 2004
- Victorian Equipment (Public Safety) Act 2004
- Victorian Occupational Health and Safety (plant) Regulations 2005.

3. Hours of work

All work to be carried out in accordance with council by-laws.

4. Training and information

All employees and contractors of Walls and All have undertaken specific training in:

- manual handling techniques
- air powered, power tools
- occupational health and safety
- correct use and maintenance of personal protective equipment.

Further to this all employees and contractors have been trained with regard to the contents and requirements of this safety work procedure. All staff have also signed off as having understood and acknowledged the contents of this statement.

5. Site access and egress

General site access and egress will be maintained in a manner that is safe and without endangering any employees or subcontractors working on site, or endanger any member of the public who might be affected by the works being performed on the site.

6. Unauthorised entry

Where required all work areas are to be barricaded off to prevent unauthorised entry and suitable signage is to be put in place to warn site workers of any dangers.

7. Safety of public/workers not involved

Safe systems of work so far as reasonably practicable, shall be performed to minimise the risk of injury to the public, contractors and other personnel working on the site.

8. Removal of rubbish and excess materials

All excess rubbish and materials generated during the course of the works performance shall be placed in the appropriate area ie. in the cage or waste bags provided.

Where otherwise stated, all work areas will be tidied at least once per day.

9. Personal protective equipment (PPE)

When and where required, employees and contractors will wear the PPE necessary to conform to the requirements of the task to be undertaken. The PPE to be used will include but is not limited to protective clothing, safety boots, helmet, eye protection and gloves. All PPE shall comply with the relevant Australian Standards.

10. Work method statement

Tools and equipment

- all tools and equipment used or hired for site use will be checked to ensure that the tools or equipment are accompanied by the relevant safety information with regard to the safe operation of the tools, latest servicing information (three monthly service is a minimum) and a daily checklist logbook
- if the tools have not been serviced by a qualified person for three months the tools are to be rejected from site
- all tools and equipment will be placed on the site Plant and Equipment register where required.
- all electrical leads and power tools will be protected by residual current devices (RCD's) and will be well maintained, fully serviceable and regularly inspected and tested. A tagging system will be used and test results recorded in the register
- operations of explosive power tools shall receive appropriate training in the care and use of these types of equipment
- a dust extraction system will be used on equipment likely to create excessive dust or dust making machinery set up for prolonged use.

Material handling

- correct manual handling techniques shall be exercised to avoid injuries. Avoid lifting, pulling and pushing excessive heavy loads, use mechanical lifting equipment where necessary
- standard board sheets assessed as too heavy and awkward for one person to carry, are to be manoeuvred by at least two people and where possible, lifting appliances will be used
- if an object has been assessed as too heavy for manual handling then the use of mechanical lifting equipment shall be used. All mechanical lifting equipment (i.e. forklift) shall be thoroughly inspected before use. Any faults found shall be reported to the appropriate person and shall be rectified immediately
- all materials and equipment that are required to be stored on site shall be stored in a safe manner that doesn't cause inconvenience to other trades or site works.

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10. Work method statement (continued)

Ladders

- all ladders are to be clearly marked industrial to 150 kg
- ladders should be regularly inspected by a competent person and any faults should be repaired or the ladder replaced
- ladders will be used for very light work and where there is no danger from over reaching (the workers belt buckle should be within the ladder stiles throughout the work)
- ladders are not to be set up where a person or vehicle could hit it e.g. driveways and doorways
- only one person at a time should be on the ladder except where additional and appropriate fall protection equipment is used in conjunction with the ladder
- ladders will be set up on firm flat surfaces only and will be fixed against movements or footed by another person to prevent the ladder from slipping
- metal or metal reinforced ladders will not be used in the proximity of power lines or electrical equipment
- ladders are not to be used when using any power equipment or tool, specifically designed to be operated with two hands (air, hydraulic, electric or battery), or when using tools that require a high degree of leverage type force which, if released, may cause the user to over balance or fall from the ladder.

Safety harness

- where it is necessary for personnel to work from structures and it is not possible to provide temporary platforms, safety harnesses will be used and attached to anchorages with a safe loading capacity of at least 1.5 tonnes set up to prevent lanyards and inertia reel lines from being cut on sharp edges.

Working platforms (trestles)

- trestles and planks shall be inspected before use for any fault or non compliance. Any fault or non compliance shall be reported to the site supervisor to be actioned immediately
- trestles are to be erected on a stable and level surface and in accordance with the Australia/New Zealand standard AS/NZS 6001 : Working platforms for housing construction
- decking plank(s) shall not be less than 220mm in width and shall comply with the above Australian standard
- planks and supporting timbers shall overlap their supports by no less than 150mm or more than 250mm
- where necessary, planks shall be secured against up lift
- trestles shall not exceed 5 metres in length, measured from along the stiles
- working height from trestle shall not exceed two metres above the supporting surface
- concentrated loads shall not exceed the loads specified below. These include the weight of person(s) the weight of materials and debris, the weight of tools, equipment and impact forces
 - (a) light duty - a load of 225 kg per bay including a single concentrated load of 100kg and a working platform length or width not less than 450mm
 - (b) medium duty - a load of 450kg per bay including a single concentrated load of 150kg and a working platform length or width not less than 900mm
 - (c) a load of 675kg per bay including a single concentrated load of 200kg and a working platform length or width not less than 1 metre.

Scaffold

- all sheeting works (when necessary) shall be carried out only from scaffolding which complies with relevant standards. The use of stilts is not permitted.
- the wheels of mobile scaffolds are to be locked at all times while they are in use to ensure that no movement occurs
- no workers are to be on the scaffold while it is being moved
- electrical equipment used on mobile scaffold will have leads insulated from the handrails and no part of metal scaffolds will be within four metres from power lines
- the erection, alteration or dismantling of mobile scaffolds over four metres in height will be done by certified scaffolders
- individual contractors who use the scaffold as part of their work will be responsible for reporting any faults in the erection and maintenance of the scaffold to the site supervisor. If any risk to health and safety of workers or public is present, all work shall cease until the risk is controlled

11. Authorisation

The authorisation of this safe work procedure is an acknowledgement of our company's commitment to all aspects of occupational health and safety.

Name _____

Date _____

Position _____

SAFE WORK PROCEDURE FOR THE USE OF ELEVATED WORK PLATFORM / SCISSOR LIFT, BOOM LIFT



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1. Description and scope of works

This procedure has been formulated to cover safe systems of work when using an elevated work platform (EWS) - boom lift/scissor lift. This instruction will be used to reduce risks to workers health and the health and safety of others working on the site.

2. Authorisation and references

The requirement of the following documents have, in part, been taken as references for formulating this procedure:

- Code of practice for manual handling, April 2000
- Code of practice for prevention of falls in housing construction
- Code of practice for prevention of falls in general construction
- Australian Standard AS 6001: Working platforms for housing construction
- Victorian Occupational Health and Safety Act 2004

3. Training and information

All employees and contractors of Walls and All have undertaken specific training in accordance with the Occupational Health and Safety Certification of Plant Users and Operators, Regulations 1994. Where otherwise required, operators have the relevant certificate of competency.

Further to this all employees and contractors have been trained with regard to the contents and requirements of this safety work procedure. All staff have also signed off as having understood and acknowledged the contents of this statement.

4. Unauthorised entry

Where required all work areas are to be barricaded off to prevent unauthorised entry and suitable signage is to be put in place to warn other site workers of any dangers.

5. Personal protective equipment (PPE)

When and where required, employees and contractors will wear the PPE necessary to conform to the requirements of the task to be undertaken. The PPE to be used will include but is not limited to protective clothing, safety boots, helmet, eye protection and gloves. All PPE shall comply with the relevant Australian Standards.

6. Work safety method

Work procedure

- only persons competent in the use of EWP boom lift/scissor lift are to operate these plant items
- EWP's with boom length greater than 11 metres are required to be operated by a person holding a valid national certificate of competency
- ensure the capacity of lifting points for mechanical lifting devices are known and not exceeded
- always provide a clear and safe access to the working platform and work areas

Pre use inspection

- thoroughly check the plant for physical condition
- ensure that the EWP has the following information available
 - vehicle log book
 - records of maintenance and scheduled servicing

- external decals denoting the safe working loads and access requirements of the EWP
- all the preceding items should be contained in a compartment or box attached to the EWP boom lift/scissor lift
- inform the foreman/supervisor of any fault found with the EWP boom lift/scissor lift

Use of EWP

- do not use the EWP boom lift/scissor lift for the purpose of gaining access to the roof or other level of a building
- do not carry out work outside the handrails of the EWP boom lift/scissor lift or stand on the handrails
- operate the EWP boom lift/scissor lift on a firm solid platform or base
- use petrol engine EWP boom lift/scissor lift in a well ventilated area
- activate the safety breaking device when not in use
- if faults are found with the EWP boom lift/scissor lift, stop work immediately and notify your foreman/supervisor as soon as possible.

7. Authorisation

The authorisation of this safe work procedure is an acknowledgement of our company's commitment to all aspects of occupational health and safety.

Name _____

Date _____

Position _____

SAFE WORK PROCEDURE FOR THE MANUAL HANDLING OF EQUIPMENT AND MATERIALS



t. 0418 385 209
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1. Description and scope of works

This procedure has been formulated to cover safe systems of work for the manual handling of equipment and materials. This instruction will be used to reduce risks to workers health and the health and safety of others working on the site.

2. Authorisation and references

The requirement of the following documents have, in part, been taken as references for formulating this procedure:

- Code of practice for manual handling, April 2000
- Code of practice (hazardous substances)
- Victorian Occupational Health and Safety Act 2004
- Victorian Equipment (Public Safety) Act 2004

3. Training and information

All employees and contractors of Walls and All have undertaken specific training in accordance with the Occupational Health and Safety Certification of Plant Users and Operators, Regulations 1994. Where otherwise required, operators have the relevant certificate of competency.

Further to this all employees and contractors have been trained with regard to the contents and requirements of this safety work procedure. All staff have also signed off as having understood and acknowledged the contents of this statement.

4. Unauthorised entry

Where required all work areas are to be barricaded off to prevent unauthorised entry and suitable signage is to be put in place to warn other site workers of any dangers.

5. Personal protective equipment (PPE)

When and where required, employees and contractors will wear the PPE necessary to conform to the requirements of the task to be undertaken. The PPE to be used will include but is not limited to protective clothing, safety boots, helmet, eye protection and gloves. All PPE shall comply with the relevant Australian Standards.

6. Work safety method

- avoid lifting, pulling and pushing excessive heavy loads, use mechanical lifting equipment where necessary
- position yourself before lifting so that you will not be off balance and place feet firmly, close to the load and far enough away for stability
- grip the load firmly, away from sharp edges. If sharp edges cannot be avoided, use gloves or suitable pads for your hands. Avoid gripping greasy surfaces
- lift primarily by straightening your legs and keeping your back straight. Do not twist or bend sideways
- materials assessed as too heavy and awkward for one person to carry are to be manoeuvred by at least two people
- when lifting in pairs or as a team, lift to a pre-arranged plan

- if an object has been assessed as too heavy for manual handling then the use of mechanical lifting equipment shall be used. All mechanical lifting equipment (i.e. forklift) shall be thoroughly inspected before use. Any faults found shall be reported to the appropriate person and shall be rectified immediately
- all materials and equipment that are required to be stored on site shall be stored in a safe manner that doesn't cause inconvenience to other trades or site works.
- keep work areas clean, tidy and free of clutter and obstacles to help avoid awkward postures and movements including the possibility of slips, trips and falls
- have safe and clear access to load/unload equipment or materials
- when equipment or materials are required to be unloaded in public or trafficable areas, workers shall wear high visibility vests and have the unloading bay barricaded off
- at all times when the loading bay is operating the area shall be deemed a hard hat area
- if the operator of equipment is not in view of the load, suitably trained persons shall guide and dog the load (two dogmen required)
- rotate the workforce frequently when carrying out repetitive tasks.

7. Authorisation

The authorisation of this safe work procedure is an acknowledgement of our company's commitment to all aspects of occupational health and safety.

Name _____

Date _____

Position _____

SAFE WORK PROCEDURE FOR RENDERING WORKS



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1. Description and scope of works

This procedure has been formulated to cover safe systems for rendering works. This instruction will be used to reduce risks to workers health and the health and safety of others working on the site. This procedure encompasses systems of work involving access and egress, public protection, tools and equipment, removal of rubbish, storage of materials, personal protective equipment and working at heights.

2. Authorisation and references

The requirement of the following documents have, in part, been taken as references for formulating this procedure:

- Code of practice (manual handling)
- Code of practice (plant)
- Code of practice (hazardous substances)
- Code of practice (storage and handling dangerous goods)
- Code of practice (prevention of falls in housing construction)
- Code of practice for prevention of falls in general construction
- Australian Standard AS 6001: Working platforms for housing construction
- Australian standard AS/NZS 1892.1 : portable ladders - metal
- Australian Standard AS 1873 - explosive power hand held fastening tools, fasteners and explosive charges
- Australian Standard AS/NZS 4576: guidelines for scaffolding
- Australian Standard AS/NZS 3760 - in service safety inspection and testing of electrical equipment
- Victorian Occupational Health and Safety Act 2004
- Victorian Equipment (Public Safety) Act 2004
- Victorian Occupational Health and Safety (plant) Regulations 2005.

3. Hours of work

All work to be carried out in accordance with council by-laws.

4. Training and information

All employees and contractors of Walls and All have undertaken specific training in:

- manual handling techniques
- storage and handling of hazardous substances
- air powered, power tools
- occupational health and safety
- correct use and maintenance of personal protective equipment.

Further to this all employees and contractors have been trained with regard to the contents and requirements of this safety work procedure. All staff have also signed off as having understood and acknowledged the contents of this statement.

5. Site access and egress

General site access and egress will be maintained in a manner that is safe and without endangering any employees or subcontractors working on site, or endanger any member of the public who might be affected by the works being performed on the site.

6. Unauthorised entry

Where required all work areas are to be barricaded off to prevent unauthorised entry and suitable signage is to be put in place to warn site workers of any dangers.

7. Safety of public/workers not involved

Safe systems of work so far as reasonably practicable, shall be performed to minimise the risk of injury to the public, contractors and other personnel working on the site.

8. Removal of rubbish and excess materials

All excess rubbish and materials generated during the course of the works performance shall be placed in the appropriate area ie. in the cage or waste bags provided.

Where otherwise stated, all work areas will be tidied at least once per day.

9. Personal protective equipment (PPE)

When and where required, employees and contractors will wear the PPE necessary to conform to the requirements of the task to be undertaken. The PPE to be used will include but is not limited to protective clothing, safety boots, helmet, eye protection and gloves. All PPE shall comply with the relevant Australian Standards.

10. Work method statement

Application

- 1) the Material Safety Sheet for all hazardous substances used shall be in the form of a register (folder)
- 2) when using hazardous substances, a Material Safety Data sheet must be readily accessible to any personnel/contractors who may be exposed to the hazardous substance
- 3) respiratory full face mask protection shall also be worn when render is mixed as per the Material Safety Data Sheet
- 4) when applying polyurethane, respiratory protection shall be worn
- 5) containers of hazardous substances must be clearly identified with a manufacturer's label. These labels shall remain intact and in a readable condition until the contents have been completely removed and the hazardous substances that are required to be stored on site shall be stored in a safe manner and in accordance with the Code of Practice (Hazardous substances).

Tools and equipment

- all tools and equipment used or hired for site use will be checked to ensure that the tools or equipment are accompanied by the relevant safety information with regard to the safe operation of the tools, latest servicing information (three monthly service is a minimum) and a daily checklist logbook
- if the tools have not been serviced by a qualified person for three months the tools are to be rejected from site
- all tools and equipment will be placed on the site Plant and Equipment register where required.
- all electrical leads and power tools will be protected by residual current devices (RCD's) and will be well maintained, fully serviceable and regularly inspected and tested. A tagging system will be used and test results recorded in the register
- operations of explosive power tools shall receive appropriate training in the care and use of these types of equipment
- a dust extraction system will be used on equipment likely to create excessive dust or dust making machinery set up for prolonged use.

SAFE WORK PROCEDURE FOR RENDERING WORKS



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10. Work method statement (continued)

Material handling

- correct manual handling techniques shall be exercised to avoid injuries. Avoid lifting, pulling and pushing excessive heavy loads, use mechanical lifting equipment where necessary
- materials assessed as too heavy and awkward for one person to carry, are to be manoeuvred by at least two people and where possible, lifting appliances will be used
- if an object has been assessed as too heavy for manual handling then the use of mechanical lifting equipment shall be used. All mechanical lifting equipment (i.e. forklift) shall be thoroughly inspected before use. Any faults found shall be reported to the appropriate person and shall be rectified immediately
- all materials and equipment that are required to be stored on site shall be stored in a safe manner that doesn't cause inconvenience to other trades or site works.

Ladders

- all ladders are to be clearly marked industrial to 150 kg
- ladders should be regularly inspected by a competent person and any faults should be repaired or the ladder replaced
- ladders will be used for very light work and where there is no danger from over reaching (the workers belt buckle should be within the ladder stiles throughout the work)
- ladders are not to be set up where a person or vehicle could hit it e.g. driveways and doorways
- only one person at a time should be on the ladder except where additional and appropriate fall protection equipment is used in conjunction with the ladder
- ladders will be set up on firm flat surfaces only and will be fixed against movements or footed by another person to prevent the ladder from slipping
- metal or metal reinforced ladders will not be used in the proximity of power lines or electrical equipment
- ladders are not to be used when using any power equipment or tool, specifically designed to be operated with two hands (air, hydraulic, electric or battery), or when using tools that require a high degree of leverage type force which, if released, may cause the user to over balance or fall from the ladder.

Safety harness

- where it is necessary for personnel to work from structures and it is not possible to provide temporary platforms, safety harnesses will be used and attached to anchorages with a safe loading capacity of at least 1.5 tonnes set up to prevent lanyards and inertia reel lines from being cut on sharp edges.

Working platforms (trestles)

- trestles and planks shall be inspected before use for any fault or non compliance. Any fault or non compliance shall be reported to the site supervisor to be actioned immediately
- trestles are to be erected on a stable and level surface and in accordance with the Australia/New Zealand standard AS/NZS 6001 : Working platforms for housing construction
- decking plank(s) shall not be less than 220mm in width and shall comply with the above Australian standard
- planks and supporting timbers shall overlap their supports by no less than 150mm or more than 250mm
- where necessary, planks shall be secured against up lift

- trestles shall not exceed 5 metres in length, measured from along the stiles
- working height from trestle shall not exceed two metres above the supporting surface
- concentrated loads shall not exceed the loads specified below. These include the weight of person(s) the weight of materials and debris, the weight of tools, equipment and impact forces
 - (a) light duty - a load of 225 kg per bay including a single concentrated load of 100kg and a working platform length or width not less than 450mm
 - (b) medium duty - a load of 450kg per bay including a single concentrated load of 150kg and a working platform length or width not less than 900mm
 - (c) a load of 675kg per bay including a single concentrated load of 200kg and a working platform length or width not less than 1 metre.

Scaffold

- all render works (when necessary) shall be carried out only from scaffolding which complies with relevant standards. The use of stilts is not permitted.
- the wheels of mobile scaffolds are to be locked at all times while they are in use to ensure that no movement occurs
- no workers are to be on the scaffold while it is being moved
- electrical equipment used on mobile scaffold will have leads insulated from the handrails and no part of metal scaffolds will be within four metres from power lines.
- the erection, alteration or dismantling of mobile scaffolds over four metres in height will be done by certified scaffolders
- individual contractors who use the scaffold as part of their work will be responsible for reporting any faults in the erection and maintenance of the scaffold to the site supervisor. If any risk to health and safety of workers or public is present, all work shall cease until the risk is controlled.

11. Authorisation

The authorisation of this safe work procedure is an acknowledgement of our company's commitment to all aspects of occupational health and safety.

Name _____

Date _____

Position _____