

SAFE WORK METHOD STATEMENT

Company Name: SOLID RACKS Pty Ltd

Project: All installation sites

Work Activity/Task: SOLID INFINITY SYSTEM® Installation

RESOURCES

Trades Involved: All Trades

Equipment Used: Hand tools, cordless drill, screwdrivers

Maintenance checks: Visual inspection of cordless drill prior to use

Materials Used: perforated light-weight waterproof polymer sheets, screws, 316 Stainless Steel steel brackets

List relevant OHS Act and Regulations: OHS ACT 2000 OHS Regulations 2001

List relevant Codes of Practice applicable to your work: N.C.O.P Manual Handling

		CONSEQUENCE				
		Disaster	Very Serious	Serious	Substantial	Minor
LIKELIHOOD	Almost certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely Possible	2	2	2	3	3

LIKELIHOOD / CONSEQUENCE	RISK CLASS
The hazard has the potential to: <ul style="list-style-type: none"> permanently disable or kill cause major damage to the structure have significant impact on the surrounding population and environment 	1
The hazard has the potential to: <ul style="list-style-type: none"> temporarily disable or seriously injure cause minor damage to the structure breach the site boundary and pollute local environment 	2
The hazard has the potential to: <ul style="list-style-type: none"> cause minor injury be contained within the site boundary 	3

ITEM	JOB STEP	POTENTIAL HAZARDS	RISK CLASS	CONTROLS	PERSON RESPONSIBLE
	Break the job down into steps	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact	Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact		
1	Enter Site	Not being familiar with site	3	Before commencement of work familiarise yourself with sites emergency and evacuation procedures and location of first aid Warm up / stretches	Everyone
2	Inspect work Area	Slips trips	2	Ensure clear access and egress	Everyone
3	Unload tools and material from vehicle	Heavy weight, awkward shape or dimensions	2	Size up the load	Everyone
			2	Lift within your capabilities. Team lifting for loads which are heavy or have awkward dimensions	Everyone
4	Position yourself	Unnecessary twisting/turning, back/shoulder strain	2	Face square onto the load you intend to lift	Everyone
5	Prepare to lift	Standing too far away from load, bent back, back and shoulder strain	2	Get as close to the load so that the back can be kept straight during lift, place one foot forward and one foot back, load should be on palm of hand and not the finger tips	Everyone
6	Assess travel path and distance	Uneven ground, slips trips, falls, slope up or down, fatigue over distance	2	Clear rubble, secure ramps or planks, avoid difficult terrain, get help for carrying loads over longer distance, clear area to place load	Everyone
7	Lift load	Incorrect lifting techniques, general sprains and strains	2	Use correct lifting stance, straight back and arms, chin in, bent knees, one foot slightly forward, be prepared to move forward when weight is lifted	Everyone
8	Carrying the load to work area	Lack of balance ,twisting body, back, shoulder, ankle, knee strain	2	Face yourself in direction of travel	Everyone
9	Lowering the load	Back strain, bending back (not knees)	2	Keep back straight, head up, chin in, position one foot forward and one foot back, bend knees to lower load.	Everyone

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10	Check equipment	Equipment in poor condition and lack of PPE (ie. appropriate footwear, gloves etc.)	2	Check equipment, repair as necessary, use suitable gloves, footwear and any other PPE appropriate for this situation	Everyone
11	Locate wall studs	Nil			
12	Lift perforated light-weight waterproof polymer sheets	Refer to hazards mentioned in steps 3-5 and step 7	2	Refer to controls mentioned in steps 3-5 and step 7	Everyone
13	Screw perforated light-weight waterproof polymer sheets to wall using cordless drill	Eye injury	1	Wear appropriate safety glasses / goggles where there is a risk of foreign objects entering eyes	Everyone
		Hand injury	1	Keep hands clear of drill bit at all times, never force the drill or exert excessive pressure on the drill	
				Keep a firm grip on the drill whilst in use, use 2 hands whilst drilling deeper holes	
		Hearing damage	2	Ensure that hearing protection is used whilst drilling when necessary, some items when drilled will make excessive noise, the user should determine the need for hearing protection with each application	
		Dust inhalation	2	When drilling into masonry above the head a dust mask should be worn	
14	Installing steel brackets	Various injuries, cuts, bruises and grazes	2	Ensure steel brackets are free from sharp edges or burrs	Everyone
15	Clean up	Slips trips	2	Ensure work area is cleared of debris when finished	Everyone