## WORK METHOD STATEMENT

### ALUMINIUM WINDOWS AND DOORS

#### ORGANISATION DETAILS

<table>
<thead>
<tr>
<th>Organisation Name:</th>
<th>Gedoun Constructions Pty Ltd</th>
<th>Contact Name:</th>
<th>Joe Gedoun</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACN/ABN:</td>
<td>52 284 873 581</td>
<td>Contact Position:</td>
<td>Director</td>
</tr>
<tr>
<td>Address:</td>
<td>PO Box 1138, Townsville QLD 4810</td>
<td>Contact Phone Number:</td>
<td>0412 968 974</td>
</tr>
</tbody>
</table>

#### PROJECT DETAILS

<table>
<thead>
<tr>
<th>Project:</th>
<th>Gedoun Construction Sites</th>
<th>Project Address:</th>
<th>Gedoun Construction Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No:</td>
<td>This WMS has been developed in consultation with: Joe Gedoun Stacy Jacobsen Contract Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity:</td>
<td>INSTALL ALUMINIUM WINDOWS AND DOORS</td>
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</tr>
</tbody>
</table>
| Training/Instructions to be provided: | ✓ Site Induction Training  
✓ OHS Induction Card Training  
✓ Manual Handling Training  
✓ Task Specific Training, Manual Handling Training  
✓ Training Specified in any MSDS  
✓ Other (Specify): |
<p>| Resources/Trades Involved: | Qualified Electricians |
| Plant/Equipment Used: | Electrical equipment, Hand Tools, Power Tools and Angle Grinder |
| Warning Signs and Controls Measures: | As per Displayed Signage |
| Details of Emergency Procedures: | As per Site Safety Plan |
| Personal Protective Equipment (PPE) to be used: | High Visibility Clothing and Safety Footwear (Steel Capped Boots) are to be worn by ALL worksites. Fire retardant material long sleeve shirt, trousers, safety helmet, safety glasses, rescue kit, low voltage insulating gloves. |
| Safety Data Sheets Required: | NIL |</p>
<table>
<thead>
<tr>
<th>PROJECT DETAILS</th>
<th>Codes and/or Standards Applicable to the Works:</th>
<th>Building Code of Australia 2010 Queensland &amp; National Codes of Practice:</th>
</tr>
</thead>
</table>
| Occupational Health Safety or Environmental Legislation: | • Queensland Acts & Regulations  
• Workplace Health & Safety Act 2011, Workplace Health & Safety Regulations 2011  
• Electrical Safety Act 2015, Electrical Safety Regulations 2013  
• Noise 2004  
• Scaffold 2009  
• Electrical 2013  
• Manual Tasks 2010  
• Plant 2013  
• First Aid 2015  
• Hazardous Substances 2011  
• Prevention of Falls in Housing Construction 2012  
• Construction Work 2013  
• Building Code of Australia 2015  
• Hazardous Substance Code of Practice 2003 |

National Standards:  
• Risk Management AS/NZS150 31000:2009  
• National Standard for Manual Tasks 2007
## HIGH RISK ACTIVITY: HEIGHTS

<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>POTENTIAL HAZARDS</th>
<th>RISK SCORE (Before Control Measures)</th>
<th>CONTROLS</th>
<th>RESIDUAL RISK (After Control Measures)</th>
<th>PERSON RESPONSIBLE</th>
</tr>
</thead>
</table>
| Glass Handling and Storage     | Manual handling injuries such as musculoskeletal whether through gradual wear and tear or sudden onset injury | 3 3 9                               | - Correct manual handling practices are to be utilised, such as bending knees, holding load close to body, ensure strong grip, ensure clear path/visibility  
- When working as a team, coordinate lifting arrangements beforehand and appoint leader  
- No materials are to be rested on rails or other unsafe structures which may not hold weight of load | 2 3 6                                  | Subcontractors                   |
| Install Balustrade Control of Falls | Potential for injury or death if worker falls off floor where working  
Injury could occur if worker doesn’t know how to use tools  
Persons could be injured or killed if electrocuted by untested and untagged equipment  
Persons could be electrocuted if they cut through an electrical lead  
Manual handling injuries such as musculoskeletal whether through gradual wear and tear of sudden onset injury | 3 4 12                              | - Persons who use battery equipment including drills and riveters to be competent  
- All electrical equipment to be tested and tagged every 3 months as per AS 3012  
- Equipment in good condition. Ensure all guards are fitted correctly and maintained  
- All power supplies are to be protected by a RCD unit  
- Leads are not to exceed 25m in length for 1mm conductor size. No piggy backed leads  
- Correct manual handling practices are to be utilised such as bending knees, holding load close to body, ensure strong grip, ensure clear path/visibility  
- When working as a team, coordinate lifting arrangements beforehand and appoint leader  
- No materials are to be rested on rails or other unsafe structures which may not hold weight of load  
- Workers will not climb on guardrails to gain extra height  
- Maintain clean work area so there are no trip hazards at prevent fall from height | 3 3 9                                  | Subcontractors                   |
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| Use of Electric Angle Grinders/Power Saws to cut Materials to size | Potential for injury | 3 4 12 | - The correct guard must be in place  
- The correct fitting backing plate and front nut is to be used  
- The rated RPM of the grind unit must not exceed the maximum rated RPM of the grind wheel  
- Grind wheels must be kept dry and not damaged  
- For ear protection, the operator to wear earplugs or ear muffs  
- For eye and face protection, the operator to wear safety glasses, a high impact face shield  
- Persons are to be competent in the use of power tools | 3 3 9 | Subcontractors |
| Housekeeping | Trip hazards | 3 3 9 | - Clean up on a continuous basis  
- Stack all materials clear of walkways, barricade if necessary  
- Remove rubbish daily  
- Cut offs and other materials shall not be permitted to fall off scaffold  
- Maintain drop zone area so no one is injured | 2 3 6 | Subcontractors |
| Off-Cut and Waste Material | Waste material need to be contained for safe removal from the site | 3 2 6 | - Contain waste material for safe removal from the work area, place in site rubbish bins  
- If poisoning occurs, contact Poisons Information Centre of 13 11 26 | 2 2 4 | ALL |
RISK MATRIX

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INSIGNIFICANT (1)</td>
</tr>
<tr>
<td>RARE (1)</td>
<td>Low (1)</td>
</tr>
<tr>
<td>UNLIKELY (2)</td>
<td>Low (2)</td>
</tr>
<tr>
<td>POSSIBLE (3)</td>
<td>Low (3)</td>
</tr>
<tr>
<td>LIKELY (4)</td>
<td>Moderate (4)</td>
</tr>
<tr>
<td>ALMOST CERTAIN (5)</td>
<td>Moderate (5)</td>
</tr>
</tbody>
</table>

If the residual risk is Catastrophic (16+) Then Work is unable to proceed. Seek other methods (Significant)
High (10 – 15) Then Permission from High Level Management for work to proceed (Significant)
Moderate (4 – 9) Then Permission from Worker in Charge for work to proceed (Insignificant)
Low (1 – 3) Then Work able to proceed (Insignificant)


Eliminate the hazard
Substitute with a less hazardous material, process or equipment
Isolate the hazard
Redesign equipment or work process
Introduce administrative controls
Use appropriate PPE

C = Consequence
5 = Catastrophic = Fatality, permanent disability, long term widespread impacts, huge financial loss
4 = Major = Permanent disability or extensive injuries, medium to long term widespread impact, major financial loss
3 = Moderate = Lost time injury, reversible medium term local impact, high financial loss
2 = Minor = Medical treatment, reversible short – medium term impact to local area, medium financial loss
1 = Insignificant = First aid, limited impact to minimal area, low financial loss

L = Likelihood
5 = Almost Certain = It is almost certain that the risk will occur in most circumstances
4 = Likely = The risk is likely to occur in most circumstances
3 = Possible = There is uncertainty that the risk could occur
2 = Unlikely = The risk could occur at some time but there is confidence that it will not
1 = Rare = The impact/risk may occur only in exceptional circumstances
I HAVE BEEN CONSULTED AND I ASSISTED IN DEVELOPPING THE WORK METHOS STATEMENTS THAT APPLY TO MY WORK ACTIVITIES.
I WILL COMPLY WITH ITS SAFE WORK PRACTICE.

<table>
<thead>
<tr>
<th>PRINT NAMES</th>
<th>POSITION/TRADE</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOE GEDOUN</td>
<td>DIRECTOR/SITE MANAGER</td>
<td></td>
<td>16 October 2017</td>
</tr>
<tr>
<td>MATTHEW CARROLL</td>
<td>SITE SUPERVISOR</td>
<td></td>
<td>16 October 2017</td>
</tr>
<tr>
<td>CRAIG PENSINI</td>
<td>SITE SUPERVISOR</td>
<td></td>
<td>16 October 2017</td>
</tr>
<tr>
<td>BOYD TURNER</td>
<td>SITE SUPERVISOR</td>
<td></td>
<td>16 October 2017</td>
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MONITORING AND REVIEWING OF WMS USE AND EFFECTIVENESS

<table>
<thead>
<tr>
<th>NAME</th>
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</tr>
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<tbody>
<tr>
<td>STACY JACOBSEN</td>
<td></td>
<td>16 October 2017</td>
</tr>
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