

ORGANISATION DETAILS

Organisation Name:	Gedoun Constructions Pty Ltd	Contact Name:	Joe Gedoun
ACN/ABN:	52 284 873 581	Contact Position:	Director
Address:	PO Box 1138, Townsville QLD 4810	Contact Phone Number:	0412 968 974

PROJECT DETAILS

Project:	Gedoun Construction Sites	Project Address:	Gedoun Construction Sites
Project No:		This WMS has been developed in consultation with:	Joe Gedoun
Activity:	CARPET LAYING		Reviewed by:
		Position:	Contract Administrator
Training/Instructions to be provided:	<input checked="" type="checkbox"/> Site Induction Training <input checked="" type="checkbox"/> OHS Induction Card Training <input checked="" type="checkbox"/> Manual Handling Training	<input checked="" type="checkbox"/> Task Specific Training, Manual Handling Training <input checked="" type="checkbox"/> Training Specified in any MSDS <input checked="" type="checkbox"/> Other (Specify): _____	
Resources/Trades Involved:	Qualified Carpet Layer	Engineering Details/Certificates/EPA/QLD Work Place Health & Safety Approvals:	Nil
Plant/Equipment Used:	Vacuum cleaner, Stanley knife and electrical lead(s)	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

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<p>Occupational Health Safety or Environmental Legislation:</p>	<ul style="list-style-type: none"> • Queensland Acts & Regulations • Workplace Health & Safety Act 2011, Workplace Health & Safety Regulations 2011 • Electrical Safety Act 2015, Electrical Safety Regulations 2013 • Building and Construction Industry Improvement Acts 2005 	<p>Codes and/or Standards Applicable to the Works:</p>	<p>Building Code of Australia 2010 Queensland & National Codes of Practice:</p> <ul style="list-style-type: none"> • Building and Construction 2000 Updated 2011 • 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 <p>National Standards:</p> <ul style="list-style-type: none"> • Risk Management AS/NZS15031000:2009 • National Standard for Construction Work NOSHC:1016 (2005) • National Standard for Manual Tasks 2007

HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT										
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE	
		L	C	R		L	C	R		
Unloading of equipment & materials from vehicles onto site	Falling Objects	3	3	9	<ul style="list-style-type: none"> - Safety helmets and safety boots are to be worn by delivery drivers, suppliers or any worker adjacent to the unloading area during unloading/loading of materials. - Where possible the movement of materials on site is to be performed via the use of cranes. Where this is not possible other manual lifting devices should be used. Materials are to have packing placed under the load to enable slinging. - Where relevant, ensure all slinging of loads is to be done by a licensed dogger. 	2	2	4	Contractor	
	Slips/Trips/Falls	3	3	9	<ul style="list-style-type: none"> - Use dust mask and safety goggles where necessary - Areas around vehicles, or cranes and the unloading areas are to be maintained so that they are clear of debris and workers who may be injured. - Material is to be unloaded onto site in areas designated by the Principal Contractor and as close as possible to where the work is to be undertaken. 	2	2	4	Contractor	
	Handling Heavy, or Awkward Objects Adopting Poor / Awkward Working Postures	3	3	9	<ul style="list-style-type: none"> - Personnel are not to lift any object that they feel may be too heavy and prolonged lifting and carrying of any heavy load is to be avoided wherever possible. - On site mechanical lifting equipment is to be used where at all possible. (Trucks, cranes, trolleys, vehicles). - All materials are to be stored in designated areas so as to enable clear access and reduce manual handling risks - Overreaching by personnel to pick up a load is to be 	2	2	4	Contractor	

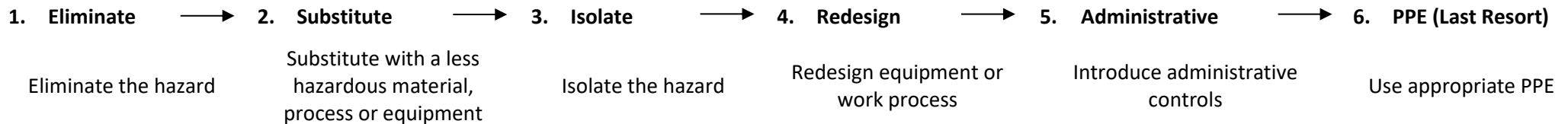
HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
					<p>avoided wherever practicable.</p> <ul style="list-style-type: none"> - Personnel are to plan their movements and ensure paths of movement are clear from obstructions prior to lifting/handling loads. - Personnel are to be instructed in back care and manual handling safety through the recommendation of a number of lifting and handling practices. <p><u>Know the Load:</u> <i>Be aware of the characteristics (i.e. weight, size, shape, grips) of the object being lifted</i></p> <p><u>Determine Best Technique:</u> <i>Check distances to be travelled, what lifting/mechanical aids are available, etc</i></p> <p><u>Prepare the Area:</u> <i>Remove obstacles, trip hazards and clean-up spills</i></p> <p><u>Arrange Assistance:</u> <i>If additional personnel or equipment is required, ensure it is organised before attempting the handling task</i></p> <p><u>Communicate:</u> <i>Tell handling partner(s) where the load is going before you lift and nominate one person to co-ordinate the lift.</i></p> <p><u>Correct Technique:</u> <i>While facing a load position yourself as close to the load as possible in the direction of travel. Knees are to be bent, with back being aligned as straight as possible. All movements are to be smooth and turning is to be directed from the feet/legs rather than the torso.</i></p>				

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		L	C	R		L	C	R	
					<p><i>Additional Factors:</i> <i>Pushing is preferred to pulling, heavier items are to be stored between hip and shoulder height wherever practicable.</i></p> <ul style="list-style-type: none"> - Clear access is to be maintained around the work area generally and especially around equipment and materials that require frequent lifting/handling. - Adopt suitable body position and use knee pads when kneeling for extended periods. - Where personnel are unsure of a particular method of lifting/handling or a task is considered potentially hazardous, they are to report the issue to the Supervisor to discuss possible alternate controls. 				
Clean/Vacuum work area	Contact with Live Exposed Electrical Parts	4	5	20	<ul style="list-style-type: none"> - Only competent MKF personnel are permitted to operate electrical equipment on-site. - All power is to be sourced from the RCD protected wiring provided by the Principal Contractor. - Electrical equipment to be in a serviceable condition. Tested and tagged by a qualified electrician (3-monthly Qld) (monthly NSW). - Double adaptors are not to be used on site. Multi plug outlet devices are to be of a type complying with AS 3105 and incorporate over current protection RCD's. - A register is to be maintained of all inspections and unserviceable tools and leads are to be tagged, and immediately withdrawn from service until they are repaired or replaced. - Regular inspections are to be conducted to ensure all electrical requirements are met. 	2	3	6	Contractor

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		L	C	R		L	C	R	
				9	<ul style="list-style-type: none"> - Leads are not to be positioned in mud, water or areas where they may be damaged or create a tripping hazard. - Ensure all electrical work is only undertaken by a suitably qualified electrician. 			4	
Apply pressure-sensitive adhesive to floor and allow to dry (non-hazardous & non-flammable acrylic adhesive)	Manual Handling Hazards	3	3	9	<ul style="list-style-type: none"> - Controls as per Item 1 	2	2	4	Contractor
Lay carpet tiles onto floor and cut into walls	Manual Handling Hazards	3	3	9	<ul style="list-style-type: none"> - Controls as per Item 1 	2	2	4	Contractor
	Contact with Sharp Cutting Blade	3	3	9	<ul style="list-style-type: none"> - Keeps body parts away from blade. - Cut away from the body where practicable. - Only extend blade to a length which is adequate to cut carpet. 	2	2	4	Contractor
Clean-up work area	Slips, Trips, Falls	3	3	9	<ul style="list-style-type: none"> - Regular clean ups of all work areas controlled by MKF are to be undertaken. Rubbish is not to be allowed to accumulate so as to create a tripping hazard on site. - All rubbish / waste is to be placed in the correct collection points nominated by the principal contractor prior to leaving site. 	2	2	4	Contractor
Clean-up work area	Manual Handling Hazards	3	3	9	<ul style="list-style-type: none"> - Controls as per Item 1 	2	2	4	Contractor

RISK MATRIX					
LIKELIHOOD	CONSEQUENCES				
	INSIGNIFICANT (1)	MINOR (2)	MODERATE (3)	MAJOR (4)	CATASTROPHIC (5)
RARE (1)	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (4)
UNLIKELY (2)	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
POSSIBLE (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
LIKELY (4)	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
ALMOST CERTAIN (5)	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)

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)







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.**

PRINT NAMES	POSITION/TRADE	SIGNATURE	DATE
JOE GEDOUN	DIRECTOR/SITE MANAGER		31-Aug-16
MATTHEW CARROLL	SITE SUPERVISOR		31-Aug-16
CRAIG PENSINI	SITE SUPERVISOR		31-Aug-16
BOYD TURNER	SITE SUPERVISOR		31-Aug-16

MONITORING AND REVIEWING OF WMS USE AND EFFECTIVENESS

NAME	SIGNATURE	DATE
STACY JACOBSEN		31-Aug-16