### Safe Work Method Statement - Part (1)

**KEY COMPANY & WORKER DETAILS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Personal Qualifications &amp; Experience</th>
<th>Duties and Responsibilities</th>
<th>Training Required to Complete this Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Details of any outstanding training to be completed and when it will be completed</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

#### Health & Safety Legislation Applicable to Works (copies in office)


### Safe Work Method Statement - Part (2)

#### WORK METHOD STATEMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Job Step</th>
<th>Potential Hazard</th>
<th>Controls</th>
<th>Person Responsible for Ensuring this happens.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1)</td>
<td>Environmental Hazards</td>
<td>Sun - Skin Cancer</td>
<td>Wear &quot;T&quot; shirts as a minimum. Preferably long sleeves, sunscreen and hardhat with sun rim.</td>
<td>Bill Watson foreman, all personal</td>
</tr>
<tr>
<td>2)</td>
<td>Delivery &amp; unloading of materials</td>
<td>Strains from manual handling</td>
<td>Unload in accordance with Workcover procedures and ensure correct posture and procedures are followed when lifting - refer attached manual handling risk assessment process attached. 20 kg cement bags to be used when supplied. 40 kg bags to be lifted by two people.</td>
<td>Bill Watson foreman, all personal</td>
</tr>
<tr>
<td>3)</td>
<td>Mixing Mortar</td>
<td>Electric shock or electrocution</td>
<td>*use only tagged power leads and power tools * provide temporary power board with earth leakage switch within 30m. of work area * ensure power leads are secured above work area with lead stands.</td>
<td>Bill Watson foreman, all personal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4) Wheeling barrow to work face

Collision with persons/objectrs - back strain

*do not overload barrow *establish clear access paths prior to wheeling
*use correct lifting techniques. Refer manual handling risk assessment process.

Bill Watson foreman, all personal

5) Applying render to walls

Splashes of mortar in eyes.

*apply render in a controlled manner * wear appropriate PPE. Refer attached. * ensure the work area is clear of other trades, and when working above ensure below is barricaded off.

Bill Watson foreman, all personal

6) Working off trestles and a-frames

Fall or collapse off trestle/platform

* ensure trestles are erected in accordance with manufactures recommendations and specifications *do not overload trestles post manufactures recommendations* specifications
* ensure attention is given to place trestles on a firm level surface * ensure platforms are in sound condition and have a minimum width of 450mm * ensure platforms are as level as possible and are stepped rather than sloped.

Bill Watson foreman, all personal

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Item | Break the job down into steps | What can harm you? | What you are going to do to make the job as safe as possible? | Ensuring this happens.
--- | --- | --- | --- | ---
7) Working off scaffold | | Injury due to falls | * ensure scaffold has handrail to workcover requirements | Bill Watson foreman, all personal
| | falling equipment | * ensure scaffold has kickboards | Bill Watson foreman, all personal
| | scaffold overturning | * ensure scaffold is tied to structure by outriggers refer to manufacturerees recommendations *scaffold to be erected by appropriately qualified person. | Bill Watson foreman, all personal

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**Safe Work Method Statement - Part (1)**

**KEY COMPANY & WORKER DETAILS (CONTD)**

**Engineering Details/Certificated/Work cover approvals:**

List applicable items to the scope of work to be undertaken.

List Codes of Practice, Legislation:

those applicable to the work to be carried out.

All personal hold current green card induction course certification.

Manual handling of cement bags.

**Plant/Equipment:**

List those major items of plant/equipment to be used on the project.

**Maintenance Checks/ Inspection Test Plans:**

List those applicable to the work to be carried out.

Mixer, scaffolding, A Frames, Power leads.

Scaffolding is to be checked prior to each use for structural adequacy. All electrical equipment is to be inspected and tagge every month.

**OCCUPATIONAL HEALTH & SAFETY PROGRAMME**

**SAFE WORK INSTRUCTION**

**TASK OPERATION:** Personal Protective Equipment (P.P.E.)

**SPECIAL COMMENTS:** This procedure is to be used with any operating manuals or training relevant to the task.

Ensure all Personal Protective Equipment conform to Australian Standards and WorkCover NSW requirements.

**ACTIVITY** | **HAZARDS** | **HOW TO DO IT**
--- | --- | ---
**IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>STAGES</th>
<th>STEPS IN ORDER OF PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ハードハット</td>
<td>YES/NO</td>
</tr>
<tr>
<td>インタラクション</td>
<td>YES/NO</td>
</tr>
<tr>
<td>レスピレーション エクイップメント</td>
<td>YES/NO</td>
</tr>
<tr>
<td>ハンド プロテクショ</td>
<td>YES/NO</td>
</tr>
<tr>
<td>イリュミナティング サイ フェリティ</td>
<td>YES/NO</td>
</tr>
<tr>
<td>ハッツ</td>
<td>YES/NO</td>
</tr>
<tr>
<td>オーバーオールS</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

**SPECIAL NOTE:** *When selection safety harness or inertia reels system ensure compliance to Code of Practices and Australian Standards*
CERTIFICATE OF CURRENCY

TURRELLA PLASTERING PTY LTD
PO BOX A410
ARNCLIFFE NSW 2205

Dear Sir/Madam,

1. STATEMENT OF COVERAGE
The following policy of insurance covers the full amount of the employer's liability under the Workers Compensation Act 1987.

This Certificate is valid from 30/06/07 to 30/06/08

The information provided in this Certificate of Currency is correct at: 27/06/07

2. EMPLOYERS INFORMATION
POLICY NUMBER 79230016
LEGAL NAME TURRELLA PLASTERING PTY LTD
TRADING NAME
ABN 37 057 834 385
ACN 057 834 385

<table>
<thead>
<tr>
<th>WorkCover Industry Classification number (WIC)</th>
<th>Industry</th>
<th>Numbers of Workers+</th>
<th>Wages*</th>
</tr>
</thead>
<tbody>
<tr>
<td>424110</td>
<td>CEMENT RENDERING</td>
<td>10</td>
<td>$500,000.00</td>
</tr>
</tbody>
</table>

+ Number of workers includes contractors/deemed workers
* Total wages estimated for the current period

3. IMPORTANT INFORMATION
Principals relying on this certificate should ensure it is accompanied by a statement under section 175B of the Workers Compensation Act 1987. Principals should also check and satisfy themselves that the information is correct and ensure that the proper workers compensation insurance is in place ie. Compare the number of employees on site to the average number of employees estimated; ensure that the wages are reasonable to cover the labour component of the work being performed; and confirm that the description of the industry/industries noted is appropriate.

A Principal contractor may become liable for any outstanding premium of the sub-contractor if the principal has failed to obtain a statement or has accepted a statement where there was reason to believe it was false.

Yours Faithfully,

Underwriting Department
Employers Mutual
Fax Transmission

Suncorp Metway Insurance Limited
ABN 83 075 895 586
AFSL 229869

Suncorp Plaza
Cnr Albert & Turbot Streets
BRISBANE QLD 4000

Q119
GPO Box 1453
BRISBANE QLD 4001

To: Jenny Boyd
Fax: 1300 362 753
Email: 

Austbrokers

From: Shae Barclay
Fax: 1300 768 136

Broker Services Consultant
Commercial Customer Sales & Service

Date: 04 April 2007

Important: The contents of this facsimile (including attachments) may be privileged and confidential. Any unauthorised use of the contents is expressly prohibited. If you have received the document in error, please advise the Sender by telephone (reverse charges) immediately and then shred the document. Thank You.

SUBJECT: Certificate Of Currency

Insured: Bill Watson Group Pty Ltd & Turella Plastering
Policy No: BDC82121A
Situation: 26 / 17-31 Henderson Street, TURRELLA NSW 2205
Covering: Liability - $10,000,000
Interested Party: - St Hilliers Contracting Pty Ltd
- Bulldoc Australia Pty Ltd
Due Date: 31/03/2008

This is to certify that the above mentioned Policy is current until the Due (renewal) Date, subject to full payment of the premium. This Policy only comes into force for the Period of Insurance provided the premium is paid by the due date for payment. The issue of this Certificate of Currency by Suncorp Metway imposes no obligation on it to notify the addressee or any party relying upon it that the Policy may not have come into force or has been cancelled due to non-payment of premium.

Regards,

Shae Barclay
Broker Services Consultant
Commercial Customer Sales & Service

Insurance is issued by Suncorp Metway Insurance Ltd ABN 83 075 895 586 ("SMIL"), Suncorp-Metway Ltd ABN 86 010 831 722 and its related companies (except SMIL) do not guarantee SMIL and are not liable under any insurance policies issued and services provided by SMIL.

H://SCANALISTBROKERS - BDC82121A - BILL WATSON GROUP & TURRELLA PLASTERING - COC.DOCPage 1 of 1Jenny Boyd
04/04/2007 16:52Shae Barclay