

<b>Work Method Statement (Part 1)</b>		Signed Off: _____	
<b>Contractor:</b> <i>Put the name of your organisation here.</i>		Date: _____ No: _____	
<b>Project:</b> <i>Put the name of the building you are working on here.</i>		Accepted: Yes/No	
<b>Job:</b> <i>Write in the task or job that you are doing.</i>		<b>Area:</b>	
<b>Procedure (in steps):</b>		<b>Possible Hazards:</b>	
1. <i>Write out the job step by step</i>		<i>Include all possible hazards such as:</i>	
2. <i>Start each step with an action word. For example:</i>		<ul style="list-style-type: none"> <li>• <i>Hazardous substances, explosives, dust, etc</i></li> </ul>	
3. <ul style="list-style-type: none"><li>• <i>Fix hand rail to stair well walls</i></li></ul>		<ul style="list-style-type: none"> <li>• <i>Manual handling, lifting heavy weights (15kg?)</i></li> </ul>	
4.		<ul style="list-style-type: none"> <li>• <i>Twisting, pushing and pulling, lifting and carrying</i></li> </ul>	
5.		<ul style="list-style-type: none"> <li>• <i>Hazards to others in area</i></li> </ul>	
6.		<ul style="list-style-type: none"> <li>• <i>Rubbish, electrical, fills</i></li> </ul>	
7.		<ul style="list-style-type: none"> <li>• <i>MSDS</i></li> </ul>	
8.		<ul style="list-style-type: none"> <li>• <i>Warning Signs</i></li> </ul>	
9.		<ul style="list-style-type: none"> <li>• <i>Personal protective equipment</i></li> </ul>	
10.		<ul style="list-style-type: none"> <li>• <i>Fellow workers/public safety provisions</i></li> </ul>	
11.		<ul style="list-style-type: none"> <li>• <i>Storage of materials and equipment</i></li> </ul>	
12.		<ul style="list-style-type: none"> <li>• <i>Housekeeping</i></li> </ul>	
13.			
14.			

## Work Method Statement (Part 2)

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
<p><i>You will need to list all the details of qualifications and experience you and your workers will need for the job. Include: trade certificates, WorkCover tickets, demolition licences for contractor. Experience may cover previous work done in the area that may not require certificates or licences.</i></p>	<p><i>Give details of the duties and specific responsibilities of supervisors and other personnel. For example, describe such things as daily safety check of the work area by leading hand. You might like to include on a separate sheet, a flow chart showing the structure of your organisation and include the responsibilities of each person in that structure.</i></p>	<p><i>Make sure that all workers and their supervisors are trained in the procedures needed to complete the job safely, especially where you are using new or changed work methods.</i></p>
Engineering Details/Certificates/WorkCover Approvals:	Codes of Practice, Legislation:	
<p><i>Give details that might be required for demolition, precast panel erection, structural steel erection. Certificates may be needed for formwork - formwork, machinery on suspended slabs, point loading on suspended slabs and WorkCover approval of machine-felling for demolition work.</i></p>	<p><i>Are relevant codes of practice available on site? Is the work method equal To or better than any applicable codes of practice for the job to be done? Do procedures agree with relevant legislation?</i></p>	
Plant/Equipment:	Codes of Practice, Legislation:	
<p><i>List plant and equipment that you use on the job, e.g. ladders, scaffold trestles, grinders, electrical leads and equipment, formwork materials shoring materials, oxy set, welding machines, fire extinguishers, etc.</i></p>	<p><i>Include: maintenance on cranes, forklift, monthly check on all electrical Equipment and necessary tags, etc.</i></p>	
Read and Signed by All Employees on Site:		