

SAMPLE METHOD STATEMENT FOR TIMBER FRAME PROJECT

NAME OF PROJECT

LOCATION OF PROJECT

COMPANY NAME AND ADDRESS

OTHER CONTACT INFORMATION

PREPARED BY:

DATE:

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1. INTRODUCTION

Perspective drawing of project

- i) This Method Statement describes the work that will be performed by (*company name*) during the cutting and erection of a structural timber frame for (*name and address of client/project*).
- ii) The objective of this Method Statement is to briefly describe the following:
 - a. **Scope of Work** – General description of the project including when and where it will take place, and any unusual tools, techniques or equipment that will be used during the construction.
 - b. **Personnel** – Including individual contact information, descriptions of duties and line-management.
 - c. **Raising Script** – Describing the specific sequence of events and forming a *work plan* in accordance with Occupational Safety & Health Administration (OSHA) regulations.
- iii) This Method Statement should be read in conjunction with the **Risk Assessment**, **Lifting Plan** and **Fall Protection Plan** that have been prepared for this project and form Appendices A, B and C of this document.

2.PERSONNEL

List (name, phone number, e-mail address) for

Project Management Team:

Project Coordinator

Project Architect

Frame Designer

Project Engineer

Foundation Engineer

Lifting Engineer

Health & Safety Supervisor

Rigging & Lifting Supervisor

First Aid Attendants

Crew Foreman

Crew Members

3. SCOPE OF WORK

- i) Before commencing work, each person will receive a briefing that will cover the following:
 - a. **Design** – Overall concept explained and drawings reviewed.
 - b. **Health & Safety** – Site Induction; Method Statement & Risk Assessment review; ‘Rules of Play’ discussed. For more information see the H&S Pre-Work Briefing Notes that form **Appendix D**.
 - c. **Program** – Key dates and Milestones discussed.
 - d. **Crew** – Tasks assigned and teams designated. Line-management explained.
- ii) *Describe how the crew will be divided up and work allocated*
- iii) *Describe the work to be performed and various site locations for each job task*
- iv) *Describe how access to the site will be controlled*
- v) *Describe how timbers and equipment will be moved around the site*
- vi) All power tools and rigging will be inspected by a qualified person to determine whether or not they are safe for use at the event, and then marked. Only tools that have been inspected in this way will be used, and any that are found to be unsafe will be marked and removed from the tool crib. See Tool Inspection Notes: **Appendix E**
- vii) Participants will only use tools or items of equipment for which they have been suitably trained.
- viii) Damaged or unsafe tools will be marked as such and immediately removed from the tool crib.
- ix) Tools and equipment will be stored in lockable shipping containers after work hours; machinery will be parked and locked; ladders will be taken down; and the worksite will be generally be made safe and secure. Night security will be provided.
- x) *Describe scaffolding and other access equipment. Example: Aerial Work Platforms, or Mobile Elevated Work Platforms (MEWP’s), also known as ‘scissor lifts’ or ‘boom lifts’ will be used to provide access to the foundation columns and parts of the structural timber frame during the assembly process. This is to limit the participants’ need to use ladders and scaffold towers. Only trained participants will operate the MEWP equipment.*
- xi) Every participant will wear appropriate Personal Protective Equipment (PPE) at all times.
- xii) The carpentry team will typically work on site between 07:30 and 18:00 each day, with breaks for coffee and lunch.
- xiii) Effective communication is essential to the success of this project, and daily briefings will be held in order to coordinate the teams and to share design, program and safety information.
- xiv) Once the individual pieces of the frame have been cut and trial-fitted, they will be moved to the site in preparation for assembly. The sub-assemblies are as follows: *describe assemblies and assembly methods*
- xv) Once the frame sections have been assembled, the whole crew will be briefed as to the lifting sequence and all associated safety issues. Specific tasks will be assigned, and line-management will be clearly defined.
- xvi) The frame raising will be accomplished with: *describe equipment to be used,*

such as cranes, boom lifts, etc.

- xvii) Only trained and certificated operators will run the raising equipment.
- xviii) The lifting sequence will be coordinated by *(name of competent person)*
- xix) Any participant may signal the cranes to make an emergency stop at any time during the raising.
- xx) Qualified riggers who will wear a 'high-vis' type vest for easy identification will perform all rigging for the cranes. Only 1 designated rigger will signal lifting operations for each crane, and the crane operators will be instructed to accept non-emergency signals from the designated riggers only.
- xxi) Once the timber structure has been raised and made secure, access scaffolding will be erected at each corner of the project in order to facilitate laying the roof sheathing.
- xxii) When working on the roof above the scaffold, and beyond the reach of the elevated work platforms, participants will use: *(describe fall protection equipment and deployment)*.
- xxiii) Fall-protection anchors and access ropes will be installed prior to the frame raising wherever possible.
- xxiv) All participants will be required to use fall protection at all times when there is a risk of falling from a height of over 6 ft.

SHOW SITE PHOTO OR SITE PLAN SHOWING GENERAL LAYOUT

4. SAMPLE RAISING SCRIPT

RAISING DAY

- i) Raising briefing
- ii) Review all rigging
- iii) Big Lift 1 – Consisting of Boss Pin plus Hip Trusses 2 & 6 using main line plus whip line to pick and roll until the load is plumb. Once plumb, the whip line will be freed and retracted. The crane will continue to hold the load on its main line during Lifts 2 & 3
- iv) MEWP's 1 & 2 move to Moment Columns 4 & 8,
- v) MEWP 3 moves into place for connection at Boss Pin and MEWP 4 moves into place to free rigging of next lift
- vi) Small Lift 2 – Consisting of Hip Truss 4
- vii) Crew makes Hip Truss 4 to Boss Pin connection and MEWP 3 moves
- viii) Crew frees rigging from Hip Truss 4 and MEWP 4 moves

- ix) Small Lift 3 – Consisting of Hip Truss 8
- x) Crew makes Hip Truss 8 to Boss Pin connection and MEWP 3 moves. The Hips and Boss pin are now self-supporting.
- xi) Crew frees rigging from Hip Truss 8 and MEWP 4 moves
- xii) Adjustment at all hips
- xiii) Rig for Lift 4 and move all MEWP's to Moment Columns
- xiv) Big Lift 4 picks up Boss Pin plus 4x Hips and places load on Dragon Ties atop the Moment Columns
- xv) Alignment and adjustment, then MEWP's reposition to free rigging
- xvi) MEWP's reposition for Lifts 5 to 8
- xvii) Big Lift 5 places Scissor Truss 2-8 while small crane rigs Ridge 1
- xviii) Small Lift 6 places Ridge 1
- xix) Big Lift 7 places Scissor Truss 4-6 small crane rigs Ridge 3
- xx) Small Lift 8 places Ridge 3
- xxi) Move equipment and Lifts 9 to 12 repeat sequence for remaining Scissors and Ridges
- xxii) Move equipment and Lifts 13 to 16 place Dragon Tie Assemblies on Moment Columns
- xxiii) Lifts 17 to 24 place Valleys and Minor Rafter from Ridge to Boss, access from 4 MEWP's
- xxiv) Lifts 25 to 41 place Rafter pairs, access from 4 MEWP's

APPENDIX A

SAMPLE RISK ASSESSMENT

(NAME PROJECT)

Project Name:
 Project Location:
 Assessment by:
 Date:

This document is to be read in conjunction with the Method Statement, Lifting Plan and Fall Protection Plan that have been prepared for this project.

Preliminary Assessment:

Activity/Design Element	Hazard Identified	Risk
Severity	Likelihood	Assessment Score

1. Manual handling of heavy timbers	Lifting/crushing injury	2	2	4
2. Lifting and raising of heavy loads with cranes	Falling load/ crushing injury	3	1	4
3. Assembly of frames	Collapse of incomplete frame/ crushing injury	2	1	3
4. Working at height	Fall from height	3	1	4
5. Use of power tools and portable equipment	Electrocution and cuts. Ear and eye injury	3	2	5

Risk Assessment Ratings:

Severity of Hazard

- 3: Fatality, major injury or illness
- 2: Injury or illness causing short term disability
- 1: Other injury or illness

Likelihood of Occurrence

- 3: Certain or near certain to occur
- 2: Reasonably likely to occur
- 1: Very Seldom or never occurs

Interpretation of score:

Score Interpretation

- 2 Low Risk
- 3 Medium Risk - seek to minimise risk so far as is reasonably practicable
- 4 High Risk - high priority; risk reduction required
- 5 Very High Risk - immediate action required to reduce risk
- 6 Unacceptable Risk

Risk Reduction Measures:

Principle of Protection: Specify measures required to avoid or minimise risks following the hierarchy of risk controls:

a) Avoidance b) Combat at Source c) Communal Protection d) Personal Protection

1. Manual handling –a) Avoidance through the use of forklift wherever possible. c) Communal protection by training all operatives in manual handling techniques & good team work. d) Personal protection by wearing of PPE (steel-toe boots) by all operatives. **Revised Score: 3 (Low - Medium risk)**

2. Lifting of heavy loads with cranes - b) Combat at source by using trained slingers/banksmen for all lifting operations. Inspection of all lifting equipment and inspection records. Use only equipment of known SWL (Safe Working Loads) and known provenance. Use trained and experienced Rigging & Lifting Supervisor (AP) to control all lifting operations. Establish clear lines of communication with cranes. Establish 'all-stop' rule. c) Communal protection by use of established procedures and teamwork. Ensure good work planning by preparing a **Lifting Plan** and having it checked by third parties. Ensure thorough Pre-lift planning and briefings with all crew, and establish clear communications. Employing trained and qualified crew for all operations. d) Personal protection by use of PPE (hard hats and steel-toed boots, rigging gloves). Designated riggers will wear high-vis vests for easy identification. **Revised Score: 3 (Low- Medium Risk)**

3. Assembly of frame - b) Combat at source by using 2x cranes. Use temporary timber supports to all unstable sections of frame. c) Communal protection by use of established procedures and teamwork. Ensure good work planning by preparing a **Method Statement** including a detailed 'Raising Script' and having it checked by third parties. Ensure thorough work planning and frequent pre-work briefings / de-briefings. Assign experienced crewmembers to supervise all stages of work and maintain clear communication at all times. **Revised Score: 3 (Low - Medium Risk)**

4. Working at height and working aloft - b) Combat at source by limiting operations at height by lifting of assemblies where possible. Reduce work from ladders & scaffolds by using Mobile Elevated Work Platforms (MEWP's). Use of inspected and certificated access equipment of known SWL and known provenance. Provide on-site training for all MEWP operators. c) Communal protection by use of established procedures and teamwork. Ensure good work planning by preparing a **Fall Protection Plan** and having it checked by third parties. Trained first aid attendant present at all times and planned emergency procedures for rescue d) Personal protection by use of harness and lanyards when aloft. PPE (Harnesses & Double Lanyards) **Revised Score: 3 (Low - Medium Risk)**

5. Use of power tools - b) Combat at source by inspection and marking as 'fit for purpose' of all power tools and by training of all personnel in safe use of specific power tools. c) Communal protection by use of established procedures / good practice. Trained first aid attendant present at all times. d) Personal protection by use of trained and certificated crew. By assigning experienced crewmembers to supervise all stages of work and by maintaining clear communication at all times. . PPE (ear and eye protection, hard hats, steel-toed boots,) by all personnel. Specialised PPE as appropriate (welding/cutting goggles/masks, chainsaw trousers/chaps visors, chemical resistant

gloves, etc) **Revised Score: 3 (Low - Medium Risk)**

Summary:

Having identified significant risks associated with the activities on this project, it is our conclusion that the measures set out above will effectively reduce the risks as far as practicable.

Health & Safety Supervisor: _____ Date: _

Checked for (*Company name*) by:

Name: _____ Date:

Checked for (*General or Supervising Contractor*) by:

Name: _____ Date:

Record of Distribution & Issue Dates:

APPENDIX B

SAMPLE LIFTING PLAN

Project Name:

Project Location:

Date:

1.INTRODUCTION

1.1 (*Company name*) is dedicated to the safety and well-being of *every* person who enters the worksite during this project

1.2 The sequence of lifts will be as described in Section 4 – Raising Script on page 11 of this document.

1.3 This Lifting Plan specifically relates to the assembly of a structural timber frame for (*name project and location*).

Prepared by:

Approved by: _____ Date: _____

Supervised by: _____ Date: _____

2 LIFTING PROCEDURES

2.1 All Lifting operations will be supervised by the Rigging & Lifting Supervisor, (*name person*).

2.2 Pre-assembly of component parts will be done using two Terex BT-2857-B boom trucks.

- i) The boom trucks will be operated by certified operators only
- ii) The boom trucks will be positioned around the work area so that there is no possibility of the booms colliding. If necessary, boom lengths and angles will be restricted to prevent collision of booms.

2.3 Each crane will have a designated rigger who will be identified by a high visibility jacket:

2.4 The weight of each lift has been calculated by volume using a figure of 45 lbs /³ ft .

2.5 The known weight of each lift will be checked against the load chart for each crane and the crane positioned accordingly relative to pick and placement positions so that the crane will not be overloaded at any point during the lifts.

2.6 The load chart for the boom trucks is attached to this lifting plan on Page 26

2.7 On the raising day a third, 60 ton, mobile hydraulic crane will be brought in to make lifts 1 & 4.

2.8 Description of Major Lifts:

- i) Only the designated riggers will attach loads to the crane
- ii) Only designated riggers will signal the cranes.
- iii) Crane operators will be instructed to accept signals from the riggers only, with the sole exception of an emergency ‘ALL STOP’ signal.

Lift 1 - 8,500 lbs plus 3000 lbs for rigging = Total load of 11,500 lbs

- i) Lift 1 is the assembly of the Boss Pin & Half Trusses 2 & 6. To prevent undue stress to the posts at the base of the trusses it will be lifted flat from 4 attachment points by both the main line and the whip line of the 60 ton crane. Once it is sufficiently clear of the ground it will be “transferred” in mid air by lowering on the whip line thus moving the truss assembly from horizontal to vertical. Once the load is off the whip line the slings and spreader bar will be de-rigged and the whip line retracted.
- ii) The position of the crane relative to the pick and placement positions gives a maximum working radius of 45’.
- iii) The crane has a maximum permissible load of 34,000 lbs at the maximum radius of 25’.
- iv) At maximum working radius the crane will have spare capacity of 22,500 lbs.

Lifts 2 & 3 – 3,350 lbs plus 150 lbs for rigging = Total load of 3,500 lbs

- i) Lifts 2 & 3 are Half Trusses 4 & 8. To prevent undue stress to the posts at the base of the trusses they will each be lifted using two attachment points. The upper attachment point will have a rolling sling setup (see photo attached), which will enable the truss to lift horizontally for the initial part of the lift. As the lower sling starts to take some of the load the upper sling will start to roll the truss from horizontal to vertical with reduced loading on the post.
- ii) The position of the crane relative to the pick and placement positions gives a maximum working radius of 35’.
- iii) The crane has a maximum permissible load of 4,000 lbs with 53’ of boom at the maximum radius of 35’.
- iv) At maximum working radius the crane will have spare capacity of 500 lbs.

Lift 4 – 15,200 lbs plus 3000 lbs for rigging = Total load of 18,200 lbs

- i) Lift 4 is the assembly of half trusses 2, 4, 6 & 8 to the Boss Pin. It will be lifted from 4 attachment points via 2 spreader bars rigged at 90 degrees to each other, which will place the pick points almost directly above the attachment points so reducing the tendency for the trusses to spread.
- ii) The position of the crane relative to the pick and placement positions gives a maximum working radius of 45’.
- iii) The crane has a maximum permissible load of 18,800 lbs at the maximum radius of 45’.
- iv) At maximum working radius the crane will have spare capacity of 600 lbs.

3A LIFTING ENGINEER'S NOTES REGARDING LIFT 1

3.1 Using a unit weight of 45 lb/ft³ for the Douglas fir, the total weight of the first lift is 8,500 lb.

3.2 The balance points for the two sides of the truss are as shown on the drawing above.

3.3 Seems like the safest idea is to use about a 20' (21' 10" would be perfect) spreader bar to get the pick points directly above the balance points. This should mean the side force on the boss pin joints is zero, but it would still be a good idea to strong-back them.

3.4 Using the main line and the whip line, the loads are as follows when the truss is picked up flat and then rotated vertical:

- i) The total load at the upper attachment points (see drawing) is 2900 lb, 1450 lb per side.
- ii) The total load at the lower attachment points is 5600 lb, or 2800 lb per side.
- iii) This means if the whip line is used to lower the truss to vertical, it is attached to lower points, and carries the heavier load.

3.5 The tension in the temporary tension tie is 3,000 lb with just the single truss. When the two other side trusses are plugged in, the tension increases to 5,500 lb until the second tension tie is added to the new trusses. Seems like an 8,000 lb capacity Tirfor in each direction provides plenty of margin. The 5,000 capacity units would be cutting it awfully close.

3.6 The weight of the two additional hips is about 3350 lb each. (No boss pin). The small truck crane can just barely (3325 lb) handle that load out to a radius of 40 ft with the boom extended to 53 ft. Safe capacity at a radius of 35 ft is 4,000 lb. Using a 35 ft radius seems a better idea.

3.7 The worst case for the tension ties is actually when the trusses are supporting their own weight. Once the lift starts, the tension should decrease to almost 0 if the pick points are above the balance points.

3.8 To ensure that there is some tension in the ties, the pick points should actually be about 6" outside the balance points for the total roof lift. This will ensure that the ties can be used to adjust the dimensions of the trusses.

3.9 The come-a-longs around the perimeter will have minimal load as they are really only being used to ensure the roof stays square. They aren't doing anything to support the truss.

3.10 The total lift weight of the four trusses is about 15,200 lb. I would suggest using two spreader bars at 90 deg to position the pick points over the balance points. Or, use long sling (about 60' per leg) to reduce the lateral forces at the pick points to a minimum (about 15% of the vertical load). Each of the four legs of the slings would be carrying about 3850 lb (say 4000lb).

4A LIFTING ENGINEER'S NOTES REGARDING LIFT 8

4.1 The weight of the two additional hips is about 3350 lb each. (No boss pin). The small truck crane can just barely (3325 lb) handle that load out to a radius of 40 ft with the boom extended to 53 ft. Safe capacity at a radius of 35 ft is 4,000 lb. Using a 35 ft radius seems a better idea.

4.2 The balance points for the half truss is as shown on the drawing above.

4.3 Because of the limited boom length of the smaller crane, it seems like a single point pick with a short sling length leaves more flexibility for crane placement.

You're not giving away a lot of height in rigging, so it's available in crane line.

4.4 The top and bottom chords should be tied together with a truck strap at the pick point and also near the peak to support the cantilevered lower chord

5 LOAD CHART & SPECIFICATION FOR HOISTING EQUIPMENT

APPENDIX C

SAMPLE FALL PROTECTION PLAN

1.INTRODUCTION

4.5 (*NAME COMPANY*) is dedicated to the safety and well-being of *every* person who enters the worksite during this event.

4.6 This Fall Protection Plan specifically relates to the assembly of a structural timber frame for the (*NAME PROJECT*)

Prepared by:

Date:

Approved by: _____ Date: _____

Supervised by: _____ Date: _____

4.7 This fall-protection plan is intended to supplement existing (*NAME COMPANY*) safety policies and practices, and specifically to ensure that every worker is aware of the workplace fall hazards that exist, and appropriate measures that must be taken to address those hazards. The Plan addresses the use of conventional fall protection at a number of areas on the project, as well as identifies specific activities that require non-conventional means of fall protection:

i) Setting up fall-arrest systems and anchors

ii) Working next to an unguarded edge while setting roof decking

4.8 It is the responsibility of (*NAME*) to implement this Fall Protection Plan.

4.9 (*NAMES*) will continually check to ensure that all participants are adhering to the procedures set out below.

4.10 Every participant is responsible for immediately alerting the team leaders and their colleagues of any unsafe or hazardous conditions or practices that may cause an injury.

4.11 Team Leaders and Participants will not knowingly put themselves or any other person at risk of injury due to a fall from height at any time during this project.

4.12 (*NAMES*) must both approve any changes to this Fall Protection Plan.

2. FALL PROTECTION SYSTEMS TO BE USED

2.1 Fall *prevention* (avoidance) shall be the preferred option for every work task.

2.2 Good work planning and pre-work briefings will be used to identify and communicate potential fall hazards.

2.3 Work placement machinery will be used to limit the use of ladders and scaffolding wherever possible.

2.4 Fixed-access scaffolding with guardrails will be erected to limit the use of ladders wherever possible.

2.5 Where ladders must be used, they will be securely tied and footed.

2.6 Fall-protection anchors and access ropes will be installed prior to the frame raising wherever possible.

2.7 Harnesses and lanyards will be used at all times when operating work placement equipment.

2.8 All participants will be required to use fall protection at all times when there is a risk of falling from a height of over 6 ft.

2.9 All participants using fall protection equipment will be trained to do so.

2.10 All fall protection equipment will be visually inspected prior to use.

2.11 Only safe and appropriate fall protection equipment will be used.

2.12 All participants will be briefed in safe work practices prior to commencing work tasks that require fall protection.

2.13 Conventional fall protection consisting of a full-body harness and lanyard attachment will be used by anyone working over 6 ft above the ground or access scaffold.

2.14 Double-lanyard techniques will be used to pass anchors and obstacles while on fall protection systems. Participants will not disconnect from fall protection systems at any time when there is a fall hazard.

2.15 Controlled Access Zones (CAZ) will be established around all fall hazards and live edges. These will be clearly marked, and their locations will be communicated to all participants.

2.16 Only designated participants will work within the CAZ.

2.17 Inertia-reel type retractable lanyards connected to a high rear attachment point will be the preferred method of fall protection when working near live edges.

2.18 Roundslings fixed to the 10" x 12" timber Ridge Beams of each gable, and the 23" x 23" timber Boss Pin will serve as anchor points for fall protection systems. See Item 4 below.

2.19 While setting roof decking, participants will remain down-slope of the leading and live-edge and attached to fall arrest equipment at all times. This is to reduce the risk of falling into the structure, where the wide spans make it impractical to erect safety netting. The leading edge of this decking will be considered a CAZ.

2.20 Timber cleats will be fixed to the roof decking to provide hand and foot holds for participants while placing decking boards.

2.21 The top 4x courses of the roof decking at each gable will be not be installed. This is to maintain access to the roundsling anchors and avoid the need to make new anchors on top of the roof sheathing while work is in progress.

2.22 The inertia reel lanyards will be retrieved by ropes secured to their attachment karabiners. When the lanyards are not in use, these ropes will be reattached and secured to the scaffold. In this way, participants will not need to climb on the roof structure or decking without fall protection at any time.

2.23 Rescue equipment will be available on site to recover any person that cannot recover himself or herself from a deployed lanyard or lifeline.

2.24 2 of the instructors, (*NAME PERSONS*) are roped-access technicians (Industrial Roped Access Trade Association Level 1) who have been trained to perform simple 'cut-away' rescue techniques. Either will be available to perform an immediate rescue whenever participants are using fall protection.

2.25 In the event that access to the upper parts of the structure is required for any reason beyond the safe working areas of the inertia reels, (*NAMES*) will use roped-access techniques to ascend and descend a pair of pre-hung static ropes installed at opposing valleys and attached to the Boss Pin.

2.26 Rigging and fall protection systems will be retrieved by (*NAMES*) using basic roped-access techniques, and these will be in accordance with IRATA recommended safe practice: 2 points of anchorage will be maintained at all times. More information about IRATA can be found by following this link: www.irata.org

2.27 Tools will be secured with lanyards while working aloft.

3. RELEVANT OSHA STANDARDS & REGULATIONS

3.1 Fall protection hazards are addressed in specific standards for maritime and general industries. OSHA requirements related to Fall Protection Standards are as follows:

- i) Federal Standards (Section 5)
- ii) Specific Standards (Part 1926)
- iii) Mobile Elevated Work Platforms (Part 1910)

The full text of these standards can be read online by following this link:

www.osha.gov

3.2 Excerpts from Federal OSHA Standards:

Note: Twenty-six states have [OSHA-approved State Plans](#) and have adopted their own standards and enforcement policies. For the most part, these States adopt standards that are identical to Federal OSHA. However, some States have adopted different standards applicable to this industry or may have different enforcement policies.

Section 5 of the OSH Act, often referred to as the General Duty Clause, reads as follows:

SEC. 5. Duties (a) Each employer -- (1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees; (2) shall comply with occupational safety and health standards promulgated under this Act. 29 USC 654 (b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

APPENDIX D

SAMPLE

PRE-WORK BRIEFING NOTES

PRE-WORK BRIEFING AGENDA – HEALTH & SAFETY SPECIFIC

1. Site Induction:

1.1 Who's Who:

- i) Team Leaders
- ii) Health & Safety Supervisor
- iii) Rigging & Lifting Supervisor
- iv) 1st Aid Attendants

1.2 Site Layout:

1.3 Rules of Play:

1.4 Record of Induction (Participants to Initial) and receive TFG sticker for hardhat.

- i) Location of Emergency Phones & Correct Site Address for 911
- ii) Location of 1st Aid Equipment, Fire Extinguishers & Emergency Equipment
- iii) Location of Emergency Assembly Point
- iv) Location of Welfare Facilities
- v) Location of Spare PPE
- i) OSHA Section 5 – Duties of Employers & Employees
- ii) Culture of Safety – WE ARE THE PROFESSIONALS and it's OK to say 'Hey buddy, that doesn't look safe...let's do it this way instead'
- iii) Look out for the Rookies – Set a good example
- iv) Good Housekeeping – Cords, debris, etc
- v) Drugs & Alcohol – Zero Tolerance at Work
- vi) Accident Reporting
- vii) Tools - Appropriate PPE is mandatory
- viii) Tools – Green Tags & Red Tags
- ix) Tools – Use only what you've been trained to use
- x) All Ladders Tied-off please
- xi) Working at Height - Fall Protection is mandatory over 6ft
- xii) Forklifts – Only designated operators
- xiii) Cranes and Boom-lifts – Only designated operators
- xiv) Aerial Access (MEWP) – Only designated operators
- xv) Rigging & Signalling – Only designated riggers & 'ALL-STOP' signal
- xvi) PPE

2. Method Statement & Risk Assessment Review:

2.1 Method & Risk Assessment

- i) Does everyone have a copy?
- ii) Has everyone read and understood these documents?
- iii) Q & A

APPENDIX E

SAMPLE TOOL INSPECTION NOTES

PRE-WORK TOOL INSPECTION

1. Inspection:

1.1 Many of the volunteers will bring their own tools to the event; including some power tools and rigging. All power tools and rigging will be inspected by a qualified person to determine whether or not they are safe for use at the event, and then marked. Only tools that have been inspected in this way will be used, and any that are found to be unsafe will be marked and removed from the tool crib.

1.2 Power Tools:

- i) Must be certified by UL or CSA and bear one of these marks:



- ii) Cables must be sound: no cuts through sheathing (can be patched on-site with tape if no wires are exposed)

- iii) Trigger switch must be positive on and off
- iv) Tool must start and stop OK (no screaming bearings or flashes of blue lightning)
- v) Chuck and arbors must not have undue 'slop'
- vi) Saw guards must retract and drop back smoothly
- vii) Safety guards / riving knives must be in place
- viii) There can be no sign of modifications that might make the tool unsafe

1.3 Chainsaws:

- i) Must have a working brake (full stop while chain spinning)
- ii) Chain catcher must be in good condition
- iii) No fuel leaks from chainsaws
- iv) Fuel containers look OK

1.4 Rigging & Lifting Tackle:

- i) Must bear manufacturers' breaking load or SWL markings

1.5 Inspection by 1 team leader with second opinion by another team leader

1.6 Decisions by team leaders are final and there are no appeals

1.7 Tools deemed to be safe are marked with a green cable tie and OK to use.

1.8 Tools deemed to be unsafe are marked with a red cable tie and are not to be used at the event (unless minor repair and re-inspection leads to OK)

1.9 Both red and green tools are to be digitally photographed and added into an electronic register to include name of person, type of tool, photo, pass/fail, team leaders' initials

2. Record Keeping:

2.1 Both red and green tools are to be digitally photographed and added into an electronic register to include

- i) Unique reference number
- ii) Name of Participant
- iii) Name and type of tool
- iv) Date of inspection
- v) Result of inspection: pass/fail
- vi) Name of team leader who inspected the tool
- vii) Team leaders' initials