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| <b>Job #:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          | <b>Job Name:</b>                                  | Yundah St, Shorncliffe                                                                                                                                                         |                                                      |
| <b>Meeting Called By:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Leah Leitch              | <input type="checkbox"/> Builders Management Team | <input type="checkbox"/> H&S Committee member/ H&S Representative                                                                                                              |                                                      |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2/2/2022                 | <input type="checkbox"/> Subcontractor:           | <input type="checkbox"/> Environmental Representative                                                                                                                          |                                                      |
| <input checked="" type="checkbox"/> <b>Health and Safety issues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          | <input type="checkbox"/> <b>Quality issues</b>    |                                                                                                                                                                                | <input type="checkbox"/> <b>Environmental issues</b> |
| <b>Subject Training / Issues Raised:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                                                   |                                                                                                                                                                                |                                                      |
| <b>Safety Issues raised during the completion of a task observation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                   |                                                                                                                                                                                |                                                      |
| <p>Issues identified:</p> <ol style="list-style-type: none"> <li>1. Eye and hearing protection not used which using mixer and wet saw</li> <li>2. Scaffold safety – spacing of brick stacks along scaff, overloading of scaff, general scaffold safety</li> </ol><br><p>Recommendations for improvements:</p> <ol style="list-style-type: none"> <li>1. Ask labourer to have PPE next to equipment, not in toolbox and use when required – easy access = more likely to use. Also noted that subcontractor should be more vigilant and remind those using the saw to use appropriate PPE; and provide some information to workers on silicosis which is starting to become more prevalent in the construction industry.</li> <li>2. Remind workers of item noted in SWMS – Bricks &amp; materials to be stacked over scaffold transoms to allow a minimum of 450mm passage way along working platform. Demonstrate with tape measure 450mm distance for visual reference. Also remind workers of overloading scaffold – weight must include those who will be working on the scaffold plus tools and materials (bricks, trowels, mud boards loaded with mud), not just bricks alone. General scaffold safety talk (distance scaffold is from wall, appropriate height for brick stacks, appropriate height for scaffold so workers aren't reaching to high or low, at what point/height should scaffold be erected by a scaffold company/certified people [over 2m])</li> </ol> |                          |                                                   |                                                                                                                                                                                |                                                      |
| <b>Proposed Action/Key Points:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>To be Actioned by</b> | <b>Date Action Required</b>                       | <b>Signed</b>                                                                                                                                                                  |                                                      |
| PPE to be worn by all workers who use wet saw/mixer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Subcontractor, labourer  | 2/2/2022                                          | <br> |                                                      |