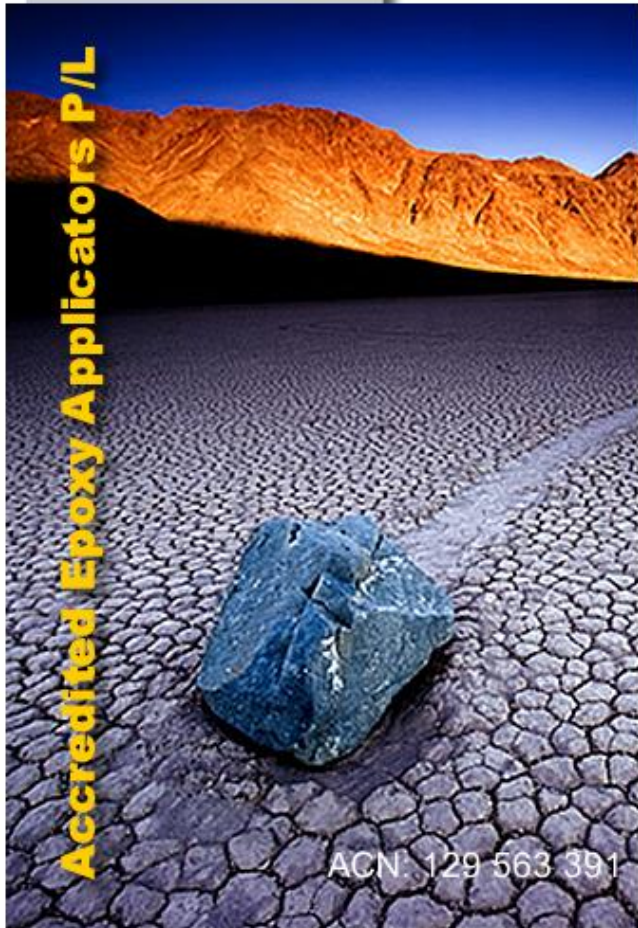


INNOVATIVE
DURABLE
EFFECTIVE
PERMANENT
SETS THE TREND



Accredited
Epoxy Applicators P/L
Tanah Merah, 4128
Queensland, AUS

Tel: 07 31668904
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Work Method and OH&S Statement

for

(Customer name)

Work Site:

(TBA)

Quotation ref: (TBA)

Produced by:

Accredited Epoxy Applicators Pty Ltd
(date)

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GENERAL DESCRIPTION and INFORMATION

General

The work covered by this Method Statement includes the preparation, supply and application of epoxy flooring systems and related work at AEA (QLD).

Responsibilities

Items to be supplied by AEA (QLD) are detailed on the schedule, including any additional items/matters.

Specialists Method Statements

Specialist's Method Statements where applicable will be listed below.

Health and Safety

The works will be executed in accordance with the relevant Health and Safety requirements and as our policies: -

'AEA (QLD) Health and Safety Policy Statement'

'AEA (QLD) Environmental Policy'

Quality Management System

AEA (QLD) operates a quality management system that complies with the requirements of ISO 9001-2000.

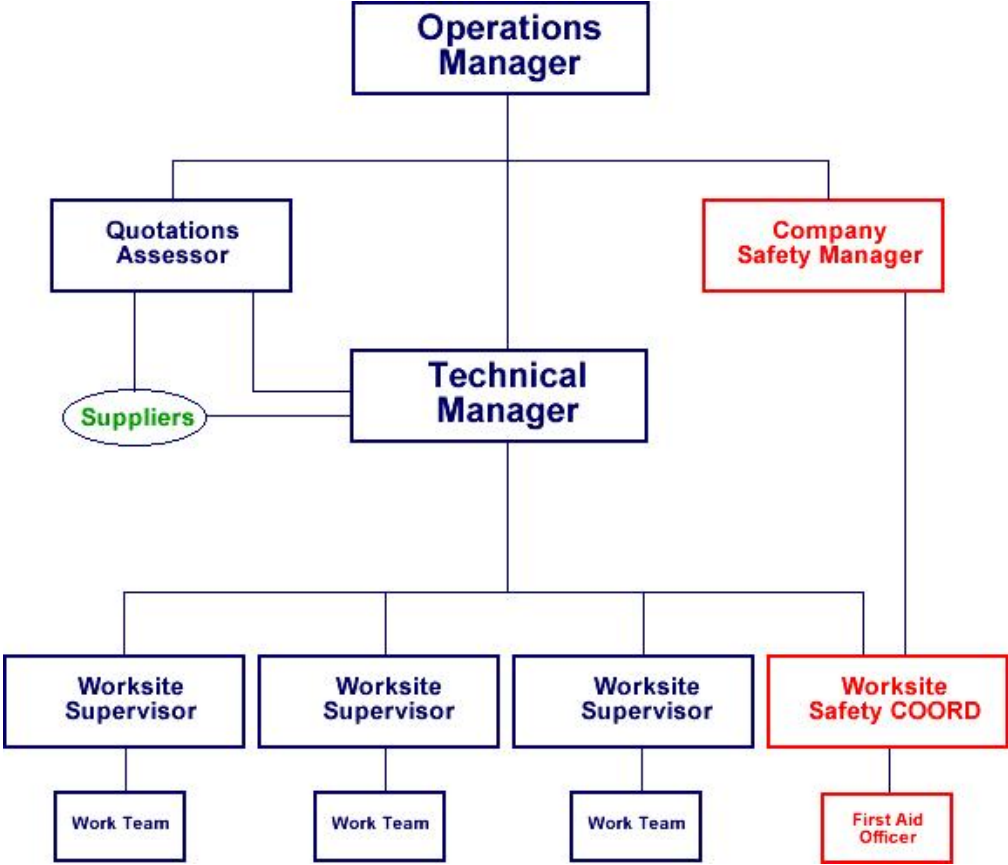
Test Certificate

Test Certificates for any relevant plant and/or equipment will be made available and listed below.

Certificates of Competence

Certificates of Competence were applicable will be made available and listed below.

MANAGEMENT STRUCTURE



HEALTH & SAFETY POLICY STATEMENT

AEA (QLD) is totally committed to the promotion of Health & Safety. The Directors and I will provide, as far as is reasonably practicable, the necessary leadership and resources required to maintain health and safety.

The company recognises that Health & Safety is a business function and must, therefore, continually progress and change. Our approach to safety is based upon the identification and control of risks.

The company believes in constantly improving Health & Safety standards and performance. To this end it will endeavour to ensure that all relevant legislation, regulations and Codes of Practice are complied with.

The minimum standards that will be adopted by the company are those required by law, although the company will always seek to exceed these where there is a demonstrable benefit.

The company recognises that safety is the responsibility of everyone and not just a function of management. Our Worksite Supervisors have specific duties and responsibilities to comply with the letter and the spirit of company policy. However, the Health & Safety of our staff and of other people is an area in which ALL staff have obligations and responsibilities. The company actively promotes the involvement of all staff in safety management.

In accordance with the requirements of the Health & Safety Act and the Management of Health & Safety at Work regulations, the Company will:

- Carry out suitable and sufficient risk assessments.
- Investigate accidents and near misses in order to determine their causes and take action to prevent a recurrence.

In order to provide:

- safe plant and equipment
- safe place of work
- safe systems of work
- adequate supervision, training , instruction and Information

To ensure that this policy is effective we will:

- review it annually, or on significant changes in our business
- make any such changes known to our staff
- maintain procedures for communication and consultation between all levels of staff on Health & Safety matters.

Joseph R Kocka
Operations Manager
AEA (QLD)

ENVIRONMENTAL POLICY

AEA (QLD) recognises that concern for the environment is fundamental to the way in which it conducts business; and is committed to promoting awareness and a responsible attitude amongst its staff.

In particular the company will:

- Comply with legal requirements, including Codes of Practice and other guidelines; obtain licences and other authorisations as required in order to comply with appropriate regulations.
- Make efficient use of energy and natural resources.
- Minimise waste and where practicable, ensure that waste products are re-cycled.
- Restrict the use of packaging to a minimum and where practicable, maximise the use of recycled materials.
- Controls air, water and noise pollution by the best available techniques not entailing excessive cost.
- Encourage the efficient and economical use of transport.
- Maintain the condition and appearance of company premises.
- Develop and provide products and services that help to conserve energy resources and; have no adverse effect on the environment.
- Promote awareness amongst all staff of company environmental policy and ensure their co-operation in implementing these standards and procedures.
- Encourage suppliers and customers to increase their awareness of, and improve environmental standards.
- Regularly review our environmental standard and procedures, and strive for continuous improvement in our performance, towards a standard which is greater than mere regulatory compliance.

PERSONAL PROTECTIVE EQUIPMENT

AEA (QLD) approved protective footwear and suitable high visibility clothing must be worn at all times when on site.

Eye protection and respirator mask must be worn when treating concrete where there is danger from dust, debris or fragments of aggregate.

High visibility jackets to be worn whenever required.

Minimum P.P.E to be used when treating concrete will be:

- Respirator mask
- Safety boots
- High visibility jacket
- Gloves

PART 1 – PROCEDURES, HAZARDS AND SAFETY CONTROLS

| PROCEDURE (in steps) | POSSIBLE HAZARDS | SAFETY CONTROLS |
|---|---|--|
| 1. All electrical equipment being used on worksite to be safe and operational | Electrical fault and shock | Electrical equipment to be inspected independently by worksite supervisor to ensure certification and tagging is as per relevant State legislation |
| 2. Delivery of work equipment onto worksite | Collision with other workers or pedestrians may cause injury | Movement of equipment to be conducted slowly with second worker watching to warn of persons moving around area |
| 3. Setup of work site | Injury may occur to persons not familiar with worksite. Damage may be caused to equipment by improper use of worksite | The worksite is to be set up with safety barriers in place to indicate worksite limits. During progress of work, worksite supervisor to continuously check safety barriers each day |
| 4. Preparation of worksite floor for application of various flooring systems | Ensure all grinding and floor preparation conducted without evicting flooring material which could cause injury | Floor(s) to be inspected each day for loose materials and other items before work commences. All loose materials to be placed in bins as provided and floor integrity to be confirmed |
| 5. Application of various flooring systems | Work should remain within safety barriers to ensure no other persons come in contact with materials being used | Attention must be paid to any persons entering worksite. Warning signs to be in place if specific materials used. All MSDS and TDS are to be available at all times |
| 6. Cleanup of worksite after completion of project | Movement of equipment and materials from site, and final cleanup | Safety barriers to remain until all equipment and materials have been removed. Measures to be taken to reduce dust during cleanup, and all rubbish to be placed in appropriate bins as provided |
| 7. Someone has advised all workers about a FIRE or other emergency | Fire may affect equipment and materials being used. Equipment could affect people moving about | Worksite supervisor to control situation. All persons are to be evacuated from the worksite immediately. All electrical equipment will be shut down and unplugged from power sources. Emergency Services will be advised of any hazardous material being used. |

PART 2 – CONTRACTOR INFORMATION

| PERSONAL QUALIFICATIONS AND EXPERIENCE | PERSONNEL, DUTIES AND RESPONSABILITIES | TRAINING REQUIRED TO COMPLETE WORK |
|--|--|--|
| <p>Operations Manager – Thirty (30) years experience and qualified in Project Management, Business Management and processes, Workplace Safety Management Systems, Human Resources and Workplace Training and Assessment.</p> <p>Technical Manager – Twelve (12) years experience and qualified in Project Management, Epoxy Systems Applications, Workplace Safety systems, Equipment maintenance and MSDS and TDS for products and materials used.</p> <p>The staff of AEA (QLD) have extensive experience with, and are fully trained in the operation of specific-to-task equipment. They are experienced in the use of and competent in handling and applying all products and materials pertaining to their industry.</p> | <p>The AEA (QLD) worksite Supervisors and staff are fully trained in the processes involving preparation and application of the various systems being applied.</p> <p>They are also trained in the use of all necessary equipment and materials used.</p> | <p>As required depending on identified skills training</p> |
| <p>The workplace supervisors of AEA (QLD) are fully trained in the operation of safety management systems, including environmental protection systems, OH&S legislation and reaction to emergency procedures.</p> | <p>All AEA (QLD) worksite supervisors are responsible for the safety management systems applicable to a worksite and for the wellbeing of all staff on a worksite and during an emergency evacuation.</p> | <p>As required depending on identified skills training</p> |
| REQUIRED ENGINEERING DETAILS/CERTIFICATES/WORKCOVER APPROVALS | APPLICABLE CODE OF PRACTICE/AUSTRALIAN STANDARD, LEGISLATION | |
| <p>AEA (QLD) is covered by liability insurance and Work Cover if required.</p> | <p>Building and Construction Industry Payments Act 2004 Building and Construction Industry Payments Regulation Domestic Building Contracts Act 2000 Domestic Building Contracts Regulation 2000 Queensland Building Services Authority Act 1991 Queensland Building Services Authority Regulation 2003 Subcontractors Charges Act 1974</p> | |
| LIST ALL PLANT AND EQUIPMENT TO BE USED | EVIDENCE OF MAINTENANCE CHECKS | |
| <p>Three-head diamond grinding equipment.</p> | <p>Electrical leads tagged. Log books.</p> | |
| <p>Electric hand grinders.</p> | <p>Electrical leads tagged. Log books.</p> | |
| <p>Industrial vacuum cleaners.</p> | <p>Electrical leads tagged. Log books.</p> | |
| <p>Air compressors and associated accessories.</p> | <p>Electrical leads tagged. Log books.</p> | |
| <p>Sprayer for sealing surfaces</p> | <p>Electrical leads tagged. Log books.</p> | |