

SAFE WORK METHOD STATEMENT		Confined Space Work		
Reference documents	Work Health & Safety Act and Regulation 2017, Codes of Practice; How to manage Work Health Safety Risks, Managing the risk of Chemicals in the Workplace, Hazardous Manual Tasks, First aid in the workplace, Confined spaces, Construction Work, Demolition Work, AS/NZS 2865:2009 Confined Spaces P16 Confined Spaces , P01 Responsibility and Supervision , P03 Safety Legislation , P09 Safety Training , P13 Working at Height , P18 Electrical Safety , P25 Hot Work , FM16/44 Permit to Work Confined Spaces , F01 Hot Work – Risk Assessment Checklist , P28 Energy Isolation & Barricading Procedure , P28.F01 Energy Isolation Plan			
SWI:	Safe Work Instruction - Air Blower for Entry into Confined Spaces , Safe Work Instruction - Gas Detector - Use & Maintenance Safe Work Instruction - Self Contained Breathing Apparatus , Safe Work Instruction - Welding - Oxy Gas , Safe Work Instruction - Welding Arc – Electric , Safe Work Instruction - Tag Out			
Training and Competencies	General construction induction card (white card), Enter and Work in Confined Spaces, Gas Test Atmospheres, Risk Management, First Aid Training, Issue Permits to Work			
Safety data Sheets	As required			
Personal Protective Equipment	As determined by risk assessment. Safety footwear, High visibility long sleeve shirt and trousers, Sun screen, Protective gloves, Hard hat.			
Plant and Equipment	Gas detector, harness, karabiner, rescue pole			
Inspection and Testing	Pre start checks on all plant and equipment, inspection as per manufacturers requirements			
Hazardous Chemicals and Dangerous Goods	As required			
High Risk Work <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input checked="" type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.	
	<input type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.	
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.	
	<input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input checked="" type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.	
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.	
	<input type="checkbox"/> Involving a tunnel.			

SWMS Prepared by:	Name and signature:	Date:	
Authorised by:	Name and signature:	Date:	
Persons Responsible for Ensuring Compliance with SWMS:			
Methods used to Ensure Compliance with SWMS:			
Persons Responsible for Reviewing SWMS Control Measures:			
When should Risk Control Measures be reviewed:			
Review Date:		Reviewer's Signature	

**SWMS are to be reviewed as per P04 Document Control and Safety Procedure or when there has been a change to the Task / Process or Legislation.*

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
Step 1) Before commencing confined space work - Authorised Person to Complete Permit to Work - Request for confined space work received - Arrive at site - Conduct site specific risk assessment, induct workers into site	Hazards unknown	Serious incident due to unfamiliar site	E	<ul style="list-style-type: none"> Authorisation is received for confined space work Supervisor or Authorised person to conduct site induction 	Supervisor or Authorised person	L
	Inadequate planning / risk assessment	Unsafe worksite	H	<ul style="list-style-type: none"> Workers complete site specific risk assessment and SCC Permit to Work – Confined Spaces 	Supervisor and Workers	L
	Uncontrolled services	Death or serious incident	H	<ul style="list-style-type: none"> Competent person completes isolation of services Refer to SWI – Tag Out. Do Not Operate tags are attached to all isolated services Refer to P28 Energy Isolation & Barricading Procedure & P28.F01 Energy Isolation Plan 	Competent Person	L

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Step 1) Before commencing confined space work (cont.) - Request for confined space work received - Arrive at site - Conduct site specific risk assessment, induct workers into site	Inclement weather	Incident due to extreme of weather, poor visibility, slippery work conditions	M	<ul style="list-style-type: none"> Review weather forecasts prior to starting work Wear appropriate PPE, have regular breaks, ensure workers stay hydrated in hot conditions Stop work if required until conditions improve Reassess site before re-commencing work 	Supervisor and Workers	L
	Emergency Lack of communication	Delayed assistance	M	<ul style="list-style-type: none"> Rescue Plan, as documented in Permit to Work – Confined Spaces First Aid Kit Establish appropriate communication e.g. two-way radio or mobile phone Inform Supervisor of work duration Supervisor may conduct welfare check / phone call 	Supervisor and Workers	L
	Unauthorised entry	Serious illness to others / or untrained worker	M	<ul style="list-style-type: none"> Ensure workers and others are aware of worksite Isolate work area, erect barrier / safety tape / temporary fencing and Confined Space Work signage 	Supervisor and Workers	L
	Uneven or slippery ground	Slip, fall Muscular skeletal injury	M	<ul style="list-style-type: none"> Inspect work area for appropriate foot placement and vehicle access Walk where firm surface can be seen (e.g. not through long grass) Ensure surfaces are stable and not slippery or soft before driving or walking 	Supervisor and Workers	L
	Biological hazard Sharps	Hepatitis A & B Sharps injury	M	<ul style="list-style-type: none"> Maintain a high level of personal hygiene, hand washing, hand sanitizer Current hepatitis A & B vaccination Wear appropriate PPE, may include disposable coveralls / face shield Sharps training, sharps disposal kit Wash down plant prior to use Eat in designated areas 	Supervisor and Workers	L
	Moving Plant	Serious Incident Struck by moving	M	<ul style="list-style-type: none"> Maintain minimum clearance zone Ensure workers and others are aware of worksite 	Supervisor and Workers	L

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Step 1) Before commencing confined space work (cont.) - Request for confined space work received - Arrive at site - Conduct site specific risk assessment, induct workers into site		plant / object		<ul style="list-style-type: none"> Isolate area for 5m distance if possible Erect barrier / safety tape and Confined Space Work signage 		
	Unsuitable / faulty plant and equipment	Explosion Serious incident Equipment failure	H	<ul style="list-style-type: none"> Ensure bump gas detector is conducted, workers are trained in the testing process Ensure gas detector is within calibration date Required pre start plant checks are complete Ensure all safety equipment is within test date and has been inspected immediately prior to working Ensure safety equipment is suitable for the type of confined space entry Plant is intrinsically safe if required 	Supervisor and Workers	L
	Workers fitness level	Fall from heights Injury	H	<ul style="list-style-type: none"> Workers undergo confined space medical every 3 years Worker maintains required fitness level 	Supervisor and Workers	L
Step 2) Preparation for entry - Atmosphere checks from surface into confined space	Working from heights	Fall from height Slips, trips	H	<ul style="list-style-type: none"> Ensure all safety equipment is within test date and has been inspected immediately prior to working Ensure safety equipment is suitable for the type of confined space entry Set up rescue equipment suitable for confined space Clear tools equipment and material from the opening Visually check opening for hazards (snakes, sharps, etc.) Check the condition of ladders and steps Use PPE e.g. harness, fall arrestor 	Supervisor and Workers	L

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				<ul style="list-style-type: none"> Workers is connected to the winch cable by the safety harness at all times, with a second safety rescue rope available Ensure winch remains in fall arrest mode 		
Step 2) Preparation for entry (cont.) - Atmosphere checks from surface into confined space	Poor quality atmosphere	Fire or explosion Suffocation due to oxygen deficiency, poisoning (e.g. by carbon monoxide) Equipment failure	H	<ul style="list-style-type: none"> Allow time for natural ventilation Gas detection procedures must be conducted before any person enters the confined space, ensure tests are conducted at multiple levels Gas detectors must undergo recalibration every 3 months through Shoaltec. Follow SWI – Gas Detector Mechanical ventilation may be required if natural ventilation doesn't provide a safe atmosphere Place the gas detector back into the confined space for continuous monitoring, closest to the breathing zone 	Supervisor and Workers	L
Step 3) Entering the confined space	Change in atmosphere	Fire or explosion Suffocation due to oxygen deficiency, poisoning (e.g. by carbon monoxide)	H	<ul style="list-style-type: none"> Monitor the operation of the gas detectors at all times, if the alarms sounds worker is to leave the confined space immediately or implement rescue plan Standby person to maintain visual or audio communication at all times Standby person is not to perform any other work tasks Rescue plan is known by Standby person and other workers Workers are to immediately exit the confined space work area if headache, dizziness, nausea or a burning sensation in throat or eyes is experienced 	Supervisor and Workers	L

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Step 3) Entering the confined space (cont.)	Working from heights	Fall from height Slips, trips	H	<ul style="list-style-type: none"> Ensure all safety equipment is within test date and has been inspected immediately prior working Ensure safety equipment is suitable for the type of confined space entry Set up rescue equipment suitable for confined space Clear tools equipment and material from the opening Check the condition of ladders and steps Use PPE e.g. harness, fall arrestor Workers is connected to the winch cable by the safety harness at all times, with a second safety rescue rope available Ensure winch remains in fall arrest mode 	Supervisor and Workers	L
Step 4) Working in the confined space <ul style="list-style-type: none"> - Hot works - Monitoring the atmosphere 	Hot work in confined spaces Explosive atmosphere	Explosion Serious Incident	H	<ul style="list-style-type: none"> Complete Risk Assessment Checklist - Hot Works Refer to P25 Hot Work Procedure Ensure mechanical ventilation is in use Ensure the correct respiratory PPE is used, minimum P2 Follow SWI – Welding Arc – Electric For electrical arc welding connection to electrodes (including a fully insulated electrode holder), earth lead and equipment should be fully insulated and must be thoroughly checked Follow SWI – Welding – Oxy Gas For oxy-acetylene work gas cylinders shall be kept outside of confined spaces Torches and pressure hosing connected to the supply shall not be left inside the working area when not in use 	Supervisor and Workers	M

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Step 4) Working in the confined space (cont.) - Hot works - Monitoring the atmosphere	Change in atmosphere	Fire or explosion Suffocation due to oxygen deficiency, poisoning (e.g. by carbon monoxide)	H	<ul style="list-style-type: none"> Monitor the operation of the gas detectors at all times, if the alarms sounds worker is to leave the confined space immediately or implement rescue plan Standby person to maintain visual or audio communication at all times Standby person is not to perform any other work tasks Rescue plan is known by Standby person and other workers Workers are to immediately exit the confined space work area if headache, dizziness, nausea or a burning sensation in throat or eyes is experienced 	Supervisor and Workers	L
	Electrical Equipment Electricity	Electrocution	H	<ul style="list-style-type: none"> Only air driven or battery operated equipment should be used in confined spaces Avoid the use of electrical equipment in confined spaces. If portable equipment is the only option, the equipment is to be connected to an earth free low voltage supply located outside of the confined space or protected through an RCD (located outside the confined space) 	Supervisor and Workers	L
	Combustion engines Fumes	Poisoning, suffocation	H	<ul style="list-style-type: none"> Do not position combustion engines equipment (generator, truck, car) where exhaust fumes can be drawn into the confined space Never take combustions engines into a confined space 	Supervisor and Workers	L
	Raising and lowering of equipment Hazardous manual tasks	Muscular skeletal injury Impact injury	H	<ul style="list-style-type: none"> If the item can't be safely carried in a bucket, it is to be securely tied to a working line. Do not stand directly below objects being raised or lowered. Do not use rescue lines for this purpose 	Supervisor and Workers	L

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Step 5) Completion of work - Exiting the confined space - Packing up work site	Energy services Stored energy	Incident / Services not reinstated	H	<ul style="list-style-type: none"> Competent person completes de-isolation of services Follow P28 Energy Isolation procedure 	Supervisor and Workers	L
	Fall from heights	Fall from height	H	<ul style="list-style-type: none"> Worker safely exits the confined space All equipment is removed from the confined space Standby person maintains visual and communication Ensure gas monitoring continues throughout the exit process Close manhole lid or openings as soon as possible Worker remains connected until risk of fall from heights is eliminated 	Supervisor and Workers	L
	Poor communication	Serious Incident Complaint	H	<ul style="list-style-type: none"> Secure and return confined space area to original or safe state Complete SCC Permit to Work – Confined Spaces, provide to Supervisor Advise stakeholder of work site status Appropriately dispose of any rubbish or unwanted materials 	Supervisor and Workers	L
	Storage of safety equipment	Damage to safety equipment	H	<ul style="list-style-type: none"> Ensure safety equipment is stored in clean and protected bag or other secure location Any faulty equipment is tagged out of service and reported 	Supervisor and Workers	L

LIKELIHOOD How likely is it to happen? ↓	E=EXTREME H=HIGH M=MEDIUM L=LOW ← CONSEQUENCES – How severely could it affect health and safety? →				
	CATASTROPHIC Kill or cause Permanent Disability	MAJOR Serious Illness or Injury	MODERATE Medical Attention, Time off Work	MINOR First Aid Required	INSIGNIFICANT No Injuries
ALMOST CERTAIN Is expected to occur	E	E	H	H	M
LIKELY Will probably occur	E	H	H	M	M
POSSIBLE Might occur	H	H	H	M	L
UNLIKELY Could occur	H	M	M	L	L
RARE May occur only in exceptional circumstances	H	M	M	L	L

Risk Level	Required Action
Extreme	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
High	Act today: The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
Medium	Act this week: The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.

Acknowledgement register

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

Name	Signature	Date	Name	Signature	Date