

SAFE WORK METHOD STATEMENT		SWMS Working in or Near Water	
<b>Reference documents</b>	Work Health & Safety Act 2011 and Regulation 2017, Codes of Practice - How to Manage Work Health and Safety Risks August 2019, Work health and safety consultation, cooperation and coordination August 2019, Construction work August 2019, Managing the risks of plant in the workplace August 2019 P12 Managing plant, P13 Working at Height, P20 Inspection, Testing and Monitoring, P23 Emergency Preparedness and First Aid, P28 Energy Isolation & Barricading, P30 Working Remotely or in Isolation		
<b>SWI:</b>	SWI191 – Tag Out, SWI107 – Working from Boats, SWI193 – Trailers - Towing		
<b>Training and Competencies</b>	Working at heights, Isolation and Barricading, Emergency Training, first aid training, boat licence, General construction induction (White Card), Site Specific Induction		
<b>Safety data Sheets</b>	As required		
<b>Personal Protective Equipment</b>	High visibility clothing, long pants and long sleeve shirt, safety footwear, safety glasses, task appropriate gloves, hard hat, additional PPE to be determined by Risk Assessment (ie Personal flotation device, wet suit, gumboots, waders).		
<b>Plant and Equipment</b>	Boat, trailer, barge, powered equipment, Carabiner, harness, Lanyard, EPIRB		
<b>Inspection and Testing</b>	The travel restraint or fall arrest system must be tested every 6 months. Records are to be maintained for the lesser of 4 years or the life of the system.		
<b>High Risk Work</b> <i>Indicate if any of the HIGH risk activities are performed by workers</i> <input type="checkbox"/>	<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 checked="" type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.
	<input checked="" 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 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 removal or likely disturbance of asbestos	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load-bearing or otherwise related to the structural integrity of the structure.
	<input type="checkbox"/> Involving a tunnel.		
<b>SWMS Prepared by:</b>	<b>Name and signature:</b>		<b>Date:</b>
<b>Authorised by:</b>	<b>Name and signature:</b>		<b>Date:</b>

<b>Persons Responsible for Ensuring Compliance with SWMS:</b>			
<b>Methods used to Ensure Compliance with SWMS:</b>			
<b>Persons Responsible for Reviewing SWMS Control Measures:</b>			
<b>When should Risk Control Measures be reviewed:</b>			
<b>Review Date:</b>		<b>Reviewer's Signature</b>	

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

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating E,H,M,L</b>	<b>Control Measures <i>Controls have been identified using the hierarchy of controls</i></b>	<b>Responsibility <i>Who</i></b>	<b>Residual Risk Rating E,H,M,L</b>
<b>Pre-Start</b>	Lack of information provided to workers	Injury or illness.	H	<ul style="list-style-type: none"> <li>Pre-start tool box to ensure all staff are fully aware of the scope of work before work commences.</li> <li>Undertake site induction and site specific risk assessment</li> <li>Consider if the work can be completed from the shore</li> </ul>	Supervisor	L
	Inexperienced personnel	Injury or death Property damage Environmental damage		<ul style="list-style-type: none"> <li>All workers to be trained and competent for the task before commencing on site.</li> <li>Powered mobile plant operators must hold the relevant verification of competency.</li> </ul>		
	Plant not suitable for task	Injury or death Property damage Environmental damage		<ul style="list-style-type: none"> <li>Ensure appropriate selection of plant for task at initial stage of project.</li> <li>Plant to be used in accordance with manufacturer's recommendations and specifications.</li> <li>The plant is to be inspected and serviced as per the manufacturer's requirements.</li> <li>Complete the appropriate pre-operational plant checklist</li> </ul>		

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				<ul style="list-style-type: none"> <li>Defective and/or damaged plant to be tagged out of service and reported.</li> <li>Servicing/maintenance of plant and equipment as per manufacturer's specifications.</li> </ul>		
<b>Investigations, Inspections, Viewing and Measuring</b>	Being hit by vehicles	Injury or death	H	<ul style="list-style-type: none"> <li>Spotter may be required for the activity.</li> <li>Park vehicle clear of roadway.</li> <li>Vehicle to have warning device</li> <li>Workers to wear Hi-Viz clothing.</li> <li>Perform a risk assessment.</li> <li>If crossing road in gaps there must be a sight distance</li> <li>Access and egress defined in risk assessment.</li> <li>Maintain 3 points of contact on uneven and slippery surfaces.</li> </ul>	Supervisor	L
<b>Working at heights over water where an object or person can fall from one level to another</b>	Falling 2m or more while undertaking work.	Injury or death Drowning	E	<ul style="list-style-type: none"> <li>Refer to SWMS Working at Heights and SCC Working at Heights Risk Assessment checklist</li> <li>Workers are trained in working at heights</li> <li>Person undertaking the work over water on a structure, where required, shall be attached to the travel restraint system at all times.</li> <li>Person undertaking the work over water on a structure shall wear the appropriate PPE.</li> <li>The observer will be on site at all times while work is being carried out.</li> <li>The worker shall be capable of swimming.</li> </ul>	Supervisor and Competent Persons	M
<b>Work on water using boats or barges</b>	Vessel overturn Falling overboard Isolated environment Contact with moving	Injury or death Drowning Entrapment under boat	E	<ul style="list-style-type: none"> <li>Refer to Safe Work Instruction – Working from Boats.</li> <li>Persons operating boat will have a boat licence and be competent in the use of outboard boat operation</li> <li>A risk assessment must be conducted on the task being performed in the vessel.</li> </ul>	Supervisor and Competent Persons	M

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating</b> E,H,M,L	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility</b> <i>Who</i>	<b>Residual Risk Rating</b> E,H,M,L
	parts  Contact with electricity  Contact with Hazardous substances			<ul style="list-style-type: none"> <li>• A pre-operational checklist must be conducted on the vessel before use.</li> <li>• All vessel crew to wear appropriate PPE.</li> <li>• Ensure there is a personal flotation device (PFD Type 1) for each person on board the boat in an easily accessible location. PFD's must be worn at all times. The PFD Type 1 may be a self-inflating style</li> <li>• Ensure all vessel crew are trained in man overboard situations.</li> <li>• Ensure all vessel crew are capable of swimming.</li> <li>• Loads must be assessed to ensure the boat is capable of carrying .</li> <li>• Ensure sufficient communication. Ensure two forms of communication are available on board the vessel to enable emergency services and land base to be contacted.</li> <li>• As a minimum, RCD's must be used for any electrical equipment being used. (Air or battery tools preferred)</li> </ul>		
	Collision with another vessel Impact with submerged items/floating debris	Drowning Injury or death Equipment damage	E	<ul style="list-style-type: none"> <li>• Ensure licenced and competent operators.</li> <li>• Ensure a proper watch is kept at all times.</li> <li>• Follow the rules of navigation.</li> <li>• Assess water conditions</li> <li>• Identify if any flood debris and/or submerged items.</li> </ul>	Supervisor and Competent Persons	L
	Unsuitable weather conditions Changing metocean conditions	Drowning Injury or death Equipment damage	E	<ul style="list-style-type: none"> <li>• Monitor weather sites to ensure conditions are below 20 knots, and preferably no rain is predicted.</li> <li>• Monitor metocean conditions during the day and adapt or stop work programme as necessary.</li> </ul>	Supervisor and Competent Persons	M
<b>Working in water</b>	Contact with live parts  Contact with hazardous	Injury or death Drowning Hypothermia	E	<ul style="list-style-type: none"> <li>• A site-specific risk assessment must be performed in relation to the task being performed</li> <li>• Access and egress to be defined in risk assessment.</li> </ul>	Supervisor and Competent Persons	M

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating</b> E,H,M,L	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility</b> <i>Who</i>	<b>Residual Risk Rating</b> E,H,M,L
	substances  Prolonged exposure to cold water  Flood conditions	Impact with floating debris		<ul style="list-style-type: none"> <li>• Ensure adequate PPE is used</li> <li>• The person working on or near water on a structure will wear the appropriate PPE</li> <li>• The observer will be on site at all times while work is being carried out.</li> <li>• The worker shall be capable of swimming.</li> <li>• Monitor weather conditions and tides</li> </ul>		
<b>Public Safety / Pedestrians</b>	Movement of plant  Falling objects  Falls from height  Contact with live parts	Members of the public suffering injury or death	E	<ul style="list-style-type: none"> <li>• Keep unauthorised persons out of the work site.</li> <li>• Develop &amp; implement Traffic Management Plans and Traffic Control that incorporate pedestrian safety including signage, pedestrian laneways &amp; non-slip ramps suitable for wheelchairs &amp; baby strollers</li> <li>• Reduce vehicle speed around the work site.</li> <li>• Plan and use safe vehicle access.</li> <li>• Schedule working hours so as to limit exposure to the public.</li> </ul>	Supervisor, Competent Persons and Workers	M
<b>Completion of work</b>	Energy services/ Stored energy  Lack of communication	Serious injury or illness	H	<ul style="list-style-type: none"> <li>• Competent person completes de-isolation of services</li> <li>• Complete SCC Permit to work and return to Supervisor (if applicable)</li> <li>• Debrief to stake holders status of the work site</li> <li>• Appropriately dispose of any rubbish or unwanted materials</li> </ul>	Supervisor, Competent Persons and Workers	L
	Storage of safety equipment	Damage to plant and equipment	H	<ul style="list-style-type: none"> <li>• Ensure safety equipment is stored in a clean and protected bag or other secure location</li> <li>• Any faulty equipment is tagged out of service and reported</li> <li>• Any hazardous materials are contained and disposed of correctly</li> </ul>	Supervisor, Competent Persons and Workers	L
	Towing boat and trailer	Injury to persons Damage to plant and equipment	H	<ul style="list-style-type: none"> <li>• Ensure boat and trailer are properly secured to the vehicle prior to transporting (walk around check to be carried out)</li> <li>• Spotter to be used when reversing</li> </ul>	Supervisor, Competent Persons and Workers	L

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

Risk Level	Required Action
Extreme	<b>Act immediately:</b> 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	<b>Act today:</b> 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	<b>Act this week:</b> 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	<b>Act this month:</b> 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