

SAFE WORK METHOD STATEMENT		SWMS Working on or Near Pressurised Gas Main or Piping		
<b>Reference documents</b>	Work Health & Safety Act 2011 and Regulation's 2017. Codes of Practice - How to manage work health and safety risks August 2019, Work health and safety consultation, cooperation and coordination August 2019, Confined Spaces August 2019 P12 Managing Plant, P13 Working at Heights, P16 Confined Spaces, P17 Construction and Demolition, P20 Inspection, Testing and Monitoring, P23 Emergency Preparedness and First Aid, P28 Energy Isolation & Barricading			
<b>SWI:</b>	SWI3 Backhoe, SWI5 Bulldozer, SWI18 Elevated Work Platform, SWI19 Excavator, SWI91 Tag out			
<b>Training and Competencies</b>	Working at heights, Isolation and Barricading, National Licence to perform High risk work, Confined Space training, Emergency Training, First aid training, General construction induction (white card), Site specific induction			
<b>Safety data Sheets</b>	As determined by SWMS			
<b>Personal Protective Equipment</b>	High visibility clothing, safety footwear, safety glasses, task appropriate gloves, hard hat, additional P.P.E to be determined by risk assessment.			
<b>Plant and Equipment</b>	As determined by SWMS			
<b>Inspection and Testing</b>	Working at heights equipment inspected and tagged Confined Space Equipment and Emergency Equipment inspected as per manufacturers requirements.			
<b>Hazardous Chemicals and Dangerous Goods</b>	As determined by SWMS			
<b>High Risk Work</b> <i>Indicate if any of the HIGH-risk activities are performed by workers</i>	<input 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 checked="" 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.**

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
<b>Pre-Start</b>	Lack of information provided to workers	Injury or Illness	H	<ul style="list-style-type: none"> <li>Pre-start briefing to ensure all staff are fully aware of the scope of work before work commences.</li> <li>Ensure all workers have undertaken site specific induction.</li> <li>Conduct a Site Specific Risk Assessment</li> <li>Pressure system be depressurised and evacuated</li> </ul>	Supervisor and Competent Person	L
<b>Investigations, Inspections, Viewing and Measuring</b>	Being hit by vehicles	Injury or death	E	<ul style="list-style-type: none"> <li>Spotter may be required for 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> </ul>	Supervisor and Worker	L
<b>Underground Services</b>	Heat stress, Engulfment in a tunnel or confined space Fire or explosion	Injury or death	E	<ul style="list-style-type: none"> <li>Ensure all workers are competent to perform the task.</li> </ul>	Supervisor and Competent Person	M

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating E,H,M,L</b>	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility Who</b>	<b>Residual Risk Rating E,H,M,L</b>
				<ul style="list-style-type: none"> <li>• All underground services are to be identified prior to commencing work (Dial before you dig 1100).</li> <li>• Ensure services locations are correctly verified by a plan, on the ground and depth indicated</li> <li>• Pothole to ensure adequate clearance from underground services. (<b>DON'T</b> rely on sand or caution tape to assist with marking of services).</li> <li>• SCC Permits to work are in place.</li> <li>• Rescue plan is communicated at pre – start brief to all persons</li> <li>• Rescue plan P18.F01 to be used.</li> <li>• Refer to SWMS Work on or near energised electrical installations or services.</li> </ul>		
<b>Hazardous materials</b>	Fire, explosion or contamination	Injury or death	E	<ul style="list-style-type: none"> <li>• Hazardous Chemicals, dangerous goods and other chemicals must be used in accordance with the SDS requirements for the chemical being used.</li> <li>• Manufacturer instructions must be followed.</li> <li>• Appropriate washing facilities are to be provided on site to wash chemicals off the hands and skin. (eye wash /shower stations)</li> <li>• PPE to be worn</li> <li>• Reference SWMS Hazardous Chemicals and Dangerous Goods</li> </ul>	Supervisor and Competent Person	M
<b>Cranes/Mobile Equipment</b>	Falling objects, persons being struck by plant	Injury or death	E	<ul style="list-style-type: none"> <li>• Ensure all workers are competent of performing the required work.</li> <li>• SCC Permits to work are in place</li> <li>• Traffic management plan</li> <li>• Spotter may be required for the activity.</li> <li>• Plant is to be fit for the purpose.</li> <li>• The plant is to be inspected and serviced as per the manufacturer's requirements.</li> <li>• Daily pre-start checks are to be recorded on logbooks or check sheets.</li> <li>• Refer to SWMS Working in an area with Movement of Powered Mobile Plant</li> </ul>	Supervisor and Competent Person	M

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating E,H,M,L</b>	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility Who</b>	<b>Residual Risk Rating E,H,M,L</b>
<b>Site Barricading/Signage</b>	Falling from height, contact with cranes, loads or moving plant	Injury or death	E	<ul style="list-style-type: none"> <li>• Ensure that the site is adequately barricaded and signed.</li> <li>• Keep unauthorised person out of the site</li> <li>• SCC Permits to work are in place</li> <li>• Ensure all workers are competent of performing the required work.</li> <li>• Ensure appropriate warning signs are erected.</li> <li>• Ensure exclusion zone is flagged and the safety observer zone is highlighted within the barricaded area.</li> </ul>	Supervisor	M
<b>Work at Heights</b>	Persons falling from height, persons being struck by falling equipment	Injury or death	E	<ul style="list-style-type: none"> <li>• Check equipment as per manufactures guidelines/Australian Standards</li> <li>• 3 Points of contact on ladders</li> <li>• Check equipment has been tested and tagged (where required)</li> <li>• Check EWP and crane test certificates are current.</li> <li>• Fit harness as instructed in working at heights training.</li> <li>• Attach harness to secure anchor point, always maintain attachment</li> <li>• Traffic Management plan may be required.</li> <li>• Spotters are in place.</li> <li>• Set-up exclusion zones under drop site</li> <li>• Ensure tools are in tool bags or have lanyards attached</li> <li>• SCC Permits to work are in place</li> <li>• Workers trained and competent</li> <li>• Refer to SWMS Working at Heights.</li> </ul>	Supervisor and Competent Person	M
<b>Live Services</b>	Contact with live services	Electrocution injury or death	E	<ul style="list-style-type: none"> <li>• Dial before you dig</li> <li>• All overhead cables shall be treated as live electrical cables unless confirmed in writing by the cable Provider.</li> <li>• Check "Exclusion Zone Chart "for allowed operating distance near live parts.</li> <li>• SCC Permits to work are in place.</li> <li>• Persons to be trained and competent</li> </ul>	Supervisor and Competent Person	M

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating E,H,M,L</b>	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility Who</b>	<b>Residual Risk Rating E,H,M,L</b>
				<ul style="list-style-type: none"> <li>• Rescue plan is communicated at pre – start brief to all persons.</li> <li>• Rescue plan P18.F01 to be used.</li> <li>• Refer to SWMS Work on or near Energised Electrical Installations or Services to be referenced.</li> </ul>		
<b>Trench Work</b>	Fall from height, engulfment or trench collapse	Injury or death	E	<ul style="list-style-type: none"> <li>• Dial before you dig.</li> <li>• Site specific risk assessment to be carried out.</li> <li>• Person to be trained and competent.</li> <li>• Obtain information in regard to soil conditions, water sources, surface drainage, slopes, types of soils, possible contamination and proximity to buildings.</li> <li>• SCC Permits to work are in place.</li> <li>• Refer to SWMS Excavation work deeper than 1.5 meters.</li> </ul>	Supervisor and Competent Person	M
<b>Emergency Procedures</b>	Lack of information provided to workers	injury or illness.	H	<ul style="list-style-type: none"> <li>• Ensure all workers have undertaken site specific induction.</li> <li>• All workers to be made aware of the site emergency procedures.</li> <li>• Rescue Plans communicated to all persons.</li> <li>• Emergency persons are trained and competent</li> </ul>	Supervisor	L
<b>Public Safety / Pedestrians</b>	Member of public/pedestrian being struck by mobile plant or equipment, falling from height	Injury or death	E	<ul style="list-style-type: none"> <li>• Keep unauthorised person out of the site.</li> <li>• Pedestrian signage is to be installed.</li> <li>• Schedule working hours to limit exposure to the public.</li> <li>• Instigate Traffic Management plans and Traffic Control if necessary.</li> <li>• Reduce vehicle speed around the work site.</li> <li>• Plan and use safe vehicle access.</li> <li>• Where required, clearly signed alternative safe laneways shall be made available for pedestrians.</li> <li>• Laneways crossing kerb and channelling shall have non-slip ramps suitable for wheelchairs, baby strollers, pedestrian scooters and aged or disabled persons.</li> </ul>	Supervisor, Competent Person, and Workers	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
<b>Completion of work</b>	Energy services/ stored energy Traffic Management Plant and equipment Storage of safety equipment Lack of communication	Injury or serious injury Death	H	<ul style="list-style-type: none"> <li>• Competent person completes de-isolation of services</li> <li>• Spotters and traffic control to be used for plant and equipment to exit the site</li> <li>• Complete SCC Permit to work and return to Supervisor (if applicable)</li> <li>• Open trenches have been covered and/or barricaded</li> <li>• Advise stake holders of work site status</li> <li>• Appropriately dispose of any rubbish or unwanted materials</li> <li>• Ensure safety equipment is stored in 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>	L	

<b>LIKELIHOOD</b> How likely is it to happen? ↓	<b>E=EXTREME H=HIGH M=MEDIUM L=LOW</b>				
	← <b>CONSEQUENCES – How severely could it affect health and safety?</b> →				
	<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	<b>E</b>	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>
<b>LIKELY</b> Will probably occur	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>M</b>
<b>POSSIBLE</b> Might occur	<b>H</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>L</b>
<b>UNLIKELY</b> Could occur	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>
<b>RARE</b> May occur only in exceptional circumstances	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>

<b>Risk Level</b>	<b>Required Action</b>
<b>Extreme</b>	<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.
<b>High</b>	<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
<b>Medium</b>	<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.
<b>Low</b>	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.

<b>RESCUE PLAN FOR WORKING NEAR OVERHEAD POWER LINES</b> <b>INSTRUCTION:</b> In the event a person needs rescuing due to injury or exposure to a dangerous environment and it's <b>not</b> life threatening, the rescue plan in that situation will be to Call 000 or 112 (mobile) thereafter the emergency services will undertake the rescue. Thereafter <u>only</u> if it's safe to do so, apply first aid (if required) whilst waiting for the emergency services to arrive. The 'Rescue Plan' (other than in the above circumstances) will be as described below:	
<b>RESCUE EQUIPMENT for RESCUE PLANS</b>	<b>RESCUE PLAN</b>
	<b>LIVE - HIGH VOLTAGE MAINS OR APPRATUS RESCUES</b> 1. Never attempt to rescue person(s) from a <u>live</u> high voltage mains or appratus, this can only be performed by a competent person.
<input checked="" type="checkbox"/> required equipment;  <input type="checkbox"/> Roofing Rescue Kit <input type="checkbox"/> Electrical Rescue Kit <input type="checkbox"/> Safety Net <input type="checkbox"/> Catch Platform <input type="checkbox"/> Rescue Pole (on site) <input type="checkbox"/> Safety Harness <input type="checkbox"/> Mobile Phone (on site) <input type="checkbox"/> Two Way Radios (on site) <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Rescue Stretcher & spreader bar <input type="checkbox"/> Respirator <input type="checkbox"/> EWP <input type="checkbox"/> Anchorage / Tripod <input type="checkbox"/> Extension Ladder <input type="checkbox"/> Others  ..... <input type="checkbox"/> Others  .....  <input type="checkbox"/> Others  .....	<b>LOW - VOLTAGE RESCUES</b> 2. Rescue Plan inclusive communication system to be discussed at toolbox meeting and checklist / risk assessment and SWMS made available for workers. 3. Inspect rescue & electrical rescue kits before planned work commences, ensure rescue kits are located outside the rescue area and easily accessible. 4. Ensure all other emergency rescue equipment is available and correctly located for quick access. 5. PPE & Clothing identified must be worn. 6. Act promptly, but not at the risk of putting yourself in danger, check for hazards i.e. hazards around the rescue area, climatic conditions and control any new identified hazards. 7. If rescue <u>cannot</u> be carried out safely without putting self in danger of harm, Call 000 or 112 (mobile) the emergency service will perform the rescue. 8. A competent person to de-energise/ isolate if possible the electrical appratus and verify it has been de-energise, if not possible use the electrical rescue kit equipment to assist in performing the rescue. 9. If all hazards identified i.e. (in checklist) <u>can</u> be controlled and the rescue can be performed safely the nominated rescue person to execute the rescue. 10. Obtain and fit rescue equipment. 11. Assess the casualties injuries, if they are life threatening or they are exposed to a dangerous environment, rescue quickly and move the victim to a safe location and if not breathing commence CPR for other injuries apply first aid and wait for emergency service to arrive. 12. Secure the site so that an accident investigation can be undertaken. 13. Notify the immediate supervisor and or unit manager also the WHS Risk Unit of the incident.  <div style="text-align: right;"> <b>Rescue Plan Approved by;</b>            (Competent Person)   <b>Name (Print):</b> .....   <b>Signature:</b> .....         </div>



**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