

| SAFE WORK METHOD STATEMENT   | SWMS Work on or near Chemical Fuel or Refrigerant Lines   |   |   |
|--|---|---|---|
| Reference documents  | Work Health & Safety Act 2011 and Regulation's 2017, Code of Practice; How to Manage Work Health Safety Risks.                    |   |   |
| SWI:   | As required by the tasks highlighted in the risk assessment   |   |   |
| Training and Competencies  | As required by the tasks highlighted in the risk assessment   |   |   |
| Safety data Sheets   | As required by the tasks highlighted in the risk assessment   |   |   |
| Personal Protective Equipment  | Hi-Vis clothing, safety footwear and as required by the tasks highlighted in the risk assessment                                  |   |   |
| Plant and Equipment  |   |   |   |
| Inspection and Testing   | Pre-start checks on all plant and equipment, inspection as per manufacturer's requirements and SCC Inspection and Testing regime. |   |   |
| Hazardous Chemicals and Dangerous Goods  |   |   |   |
| <b>High Risk Work</b><br><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 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 checked="" 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.  |   |   |
| SWMS Prepared by:  | Name and signature:   |   | Date:   |
| Authorised by:   | Name and signature:   |   | Date:   |

|   |  |                              |  |
|---|--|------------------------------|--|
| <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<br>E,H,M,L | Control Measures<br><i>Controls have been identified using the hierarchy of controls</i>   | Responsibility<br><i>Who</i>             | Residual Risk Rating<br>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>Pressure system be depressurised and evacuated</li> </ul>                                      | Supervisor, workers and competent person | L                               |
| <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 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, workers and competent person | L                               |
| <b>General Safety</b>                                    | Explosion engulfment or suffocation.    | Injury or death    | H                              | <ul style="list-style-type: none"> <li>Where possible do not perform on a windy day.</li> <li>Ensure all workers are competent of performing the required work.</li> <li>Relevant training is to be provided.</li> <li>Naked Flame Prohibited on sites</li> </ul>  | Supervisor, workers and competent person | L                               |

| <b>Job Step</b>            | <b>Hazard</b>  | <b>Risk</b>        | <b>Initial Risk Rating</b><br>E,H,M,L | <b>Control Measures</b><br><i>Controls have been identified using the hierarchy of controls</i> | <b>Responsibility</b><br><i>Who</i>      | <b>Residual Risk Rating</b><br>E,H,M,L |
|----------------------------|--|--------------------|---------------------------------------|---|--|--|
| <b>Hazardous Materials</b> | Lack of information provided to workers  | Injury or illness. | H                                     | If work is to be done with or near hazardous substances, the applicable SWMS is to be used.     | Supervisor, workers and competent person | M                                      |
| <b>Cranes/Equipment</b>    | Being struck or crushed by moving plant.<br>Plant causing gas explosion or fire.<br>Unsafe plant.<br>Equipment breakdown.<br>Unlicensed operators. | Injury or death    | H                                     | If work is to be done on or near cranes or plant, the applicable SWMS is to be used.            | Supervisor, workers and competent person | M                                      |
| <b>Site Barricading</b>    | Persons exposed to explosion, engulfment or suffocation  | Injury or death    | H                                     | Ensure that the site is adequately barricaded.  | Supervisor, workers and competent person | L                                      |
| <b>Work at Heights</b>     | Falls from heights.  | Injury or death    | H                                     | If work is to be done at heights, the applicable SWMS is to be used.                            | Supervisor, workers and competent person | M                                      |
| <b>Trench Work</b>         | Collapse of trench or engulfment by toxic substances.  | Injury or death    | H                                     | If work is to be done in or near a trench, the applicable SWMS is to be used.                   | Supervisor, workers and competent person | M                                      |
| <b>Live Services</b>       | Electric shock or electrocution.   | Injury or death    | H                                     | If work is to be done near live services, the applicable SWMS is to be used.                    | Supervisor, workers and competent person | M                                      |

| <b>Job Step</b>                    | <b>Hazard</b>  | <b>Risk</b>     | <b>Initial Risk Rating</b><br>E,H,M,L | <b>Control Measures</b><br><i>Controls have been identified using the hierarchy of controls</i>  | <b>Responsibility</b><br><i>Who</i>      | <b>Residual Risk Rating</b><br>E,H,M,L |
|------------------------------------|--|-----------------|---------------------------------------|--|--|--|
| <b>Emergency Procedures</b>        | Lack of information provided to workers                              | Injury or death | H                                     | All site workers to be made aware of the emergency procedures.   | Supervisor, workers and competent person | H                                      |
| <b>Public Safety / Pedestrians</b> | Member of the public exposed to explosion engulfment or suffocation. | Injury or death | H                                     | <ul style="list-style-type: none"> <li>• Keep unauthorised person out of the site.</li> <li>• Instigate traffic management plans if necessary.</li> <li>• Pedestrian signage is to be installed.</li> <li>• Reduce vehicle speed around the work site.</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> <li>• Plan and use safe vehicle access.</li> <li>• Schedule working hours to limit exposure to the public.</li> </ul> | Supervisor, workers and competent person | L                                      |

| <b>LIKELIHOOD</b><br>How likely is it to happen? ↓         | <b>E=EXTREME H=HIGH M=MEDIUM L=LOW</b>                             |   |   |                                    |                                     |
|--|--|---|---|------------------------------------|-------------------------------------|
|  | ← CONSEQUENCES – How severely could it affect health and safety? → |   |   |                                    |                                     |
|  | <b>CATASTROPHIC</b><br>Kill or cause Permanent Disability          | <b>MAJOR</b><br>Serious Illness or Injury | <b>MODERATE</b><br>Medical Attention, Time off Work | <b>MINOR</b><br>First Aid Required | <b>INSIGNIFICANT</b><br>No Injuries |
| <b>ALMOST CERTAIN</b><br>Is expected to occur              | E  | E   | H   | H                                  | M                                   |
| <b>LIKELY</b><br>Will probably occur                       | E  | H   | H   | M                                  | M                                   |
| <b>POSSIBLE</b><br>Might occur                             | H  | H   | H   | M                                  | L                                   |
| <b>UNLIKELY</b><br>Could occur                             | H  | M   | M   | L                                  | L                                   |
| <b>RARE</b><br>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:<br>The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls.<br>The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and<br>The document has been reviewed and approved by the supervisor and<br>A Safe Working Procedure or Safe Work Method has been prepared and<br>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<br>The document has been reviewed and approved by the supervisor and<br>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 |
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