

## SAFE WORK METHOD STATEMENT

Document No.

**SWMS-000**

Revision No.

**1**


# Westside Group

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Westside Energy Pty Ltd – ABN 15 617 819 271

Work Activity or Task Description

Project Name:

Principal Contractor:

Site Address:

Have workers been consulted about the SWMS? (Y/N) Y

SWMS / JSA Prepared By:

Brenton Cox

Position Title: WHS &amp; QA Coordinator

Signature:

Date Prepared:

Contact No:

(08) 8451 2100

### Section 1: Potential Hazard Identification

#### IS THERE ANY HIGH RISK CONSTRUCTION WORK INVOLVING THE FOLLOWING?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Falls from heights greater than 2 metres<br><input type="checkbox"/> Disturbance of Asbestos<br><input type="checkbox"/> Energised electrical installations<br><input type="checkbox"/> Structural collapse<br><input type="checkbox"/> Demolition of structures<br><input type="checkbox"/> Drowning | <input type="checkbox"/> Pressurised gas distribution pipes/mains<br><input type="checkbox"/> Contaminated or flammable atmospheres<br><input type="checkbox"/> Confined spaces<br><input type="checkbox"/> Excavation greater than 1.5 metres<br><input type="checkbox"/> Telecommunication towers<br><input type="checkbox"/> Tilt-up / Precast concrete | <input type="checkbox"/> Extremes of artificial temperature<br><input type="checkbox"/> Work in tunnel<br><input type="checkbox"/> Mobile plant<br><input type="checkbox"/> Chemical / fuel / refrigerant lines<br><input type="checkbox"/> Explosives |
|--|--|--|

#### ARE THERE ANY HAZARDS FROM ANY OF THE FOLLOWING? *(Check as required)*

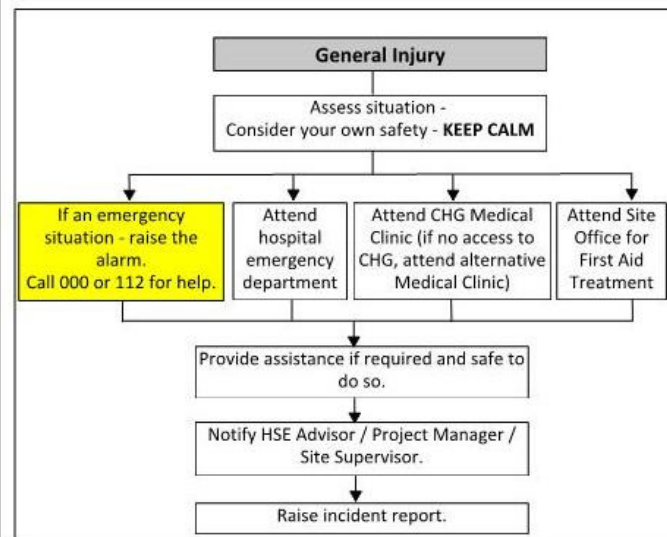
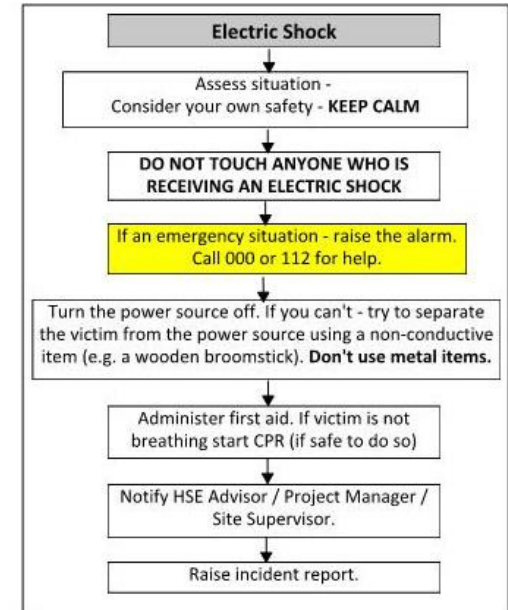
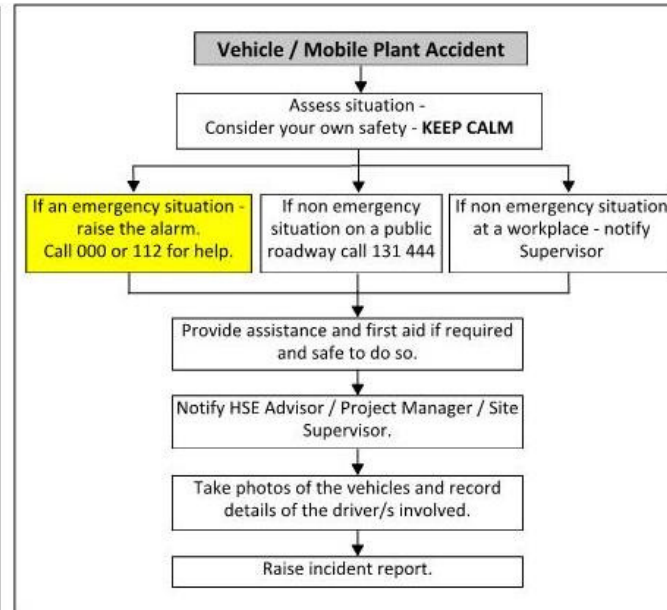
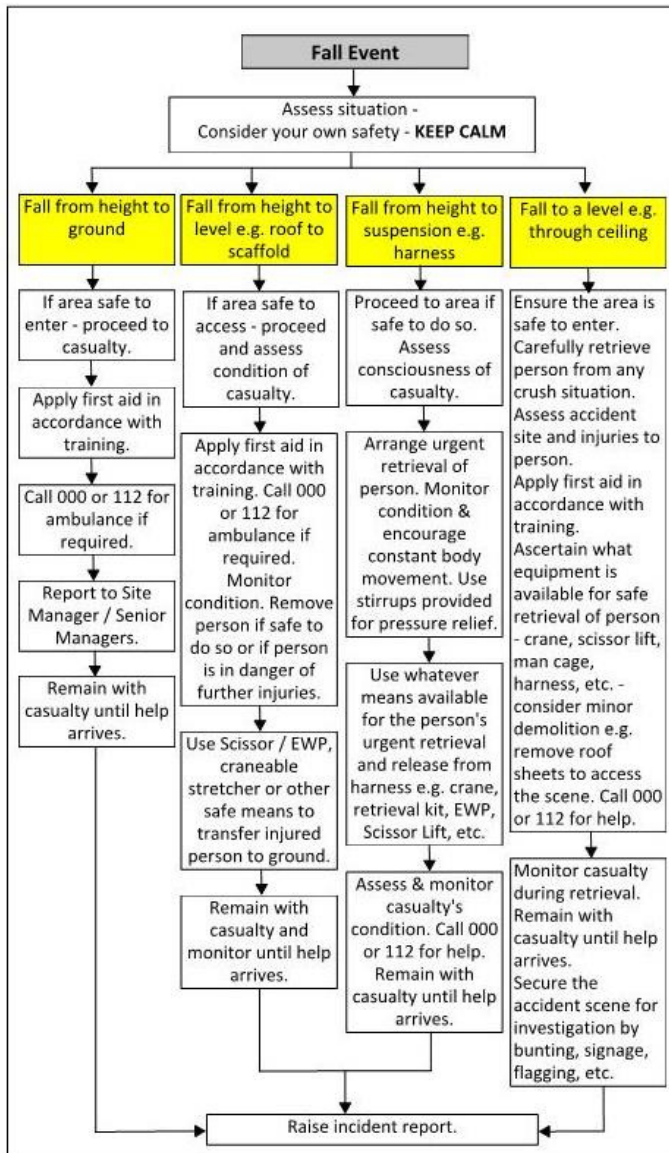
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> The construction site<br><input type="checkbox"/> Any design relating to the construction project<br><input type="checkbox"/> Working at height<br><input type="checkbox"/> The presence of asbestos<br><input type="checkbox"/> Systems of work<br><input checked="" type="checkbox"/> The physical working environment | <input type="checkbox"/> Hazardous substances, including the handling, use, storage, and on-site transport or disposal of hazardous substances<br><input type="checkbox"/> Plant, including the on-site transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant<br><input checked="" type="checkbox"/> Manual handling (including the potential for occupational overuse injuries)<br><input type="checkbox"/> High risk construction work (as defined by the 'Construction Work' Code of Practice)<br><input type="checkbox"/> The layout and condition of the construction site |
|--|---|

#### IS THERE POTENTIAL FOR ANY OF THE FOLLOWING? *(Check as required)*

- |   |   |
|---|---|
| <input type="checkbox"/> Electric Shock<br><input checked="" type="checkbox"/> People slipping, tripping or falling<br><input type="checkbox"/> The presence of a confined space<br><input type="checkbox"/> Drowning<br><input type="checkbox"/> Fire or explosion | <input checked="" type="checkbox"/> Objects or structures falling on people<br><input checked="" type="checkbox"/> Exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere<br><input type="checkbox"/> Exposure to violence from members of the public (eg. from road traffic control)<br><input type="checkbox"/> People being struck by moving plant |
|---|---|

**Note: Any issue ticked should feature in the following "Section 7" record of Actual and Potential Hazards / Risk**

## Emergency procedures



**Section 2: Personal Protective Equipment Required (PPE) Tick as required.**

**Note: Each item must be appropriate to the specific use. Those marked in bold are compulsory for all sites.**

 <input checked="" type="checkbox"/> <b>Safety Vest</b> (for both dark or daylight conditions)	 <input checked="" type="checkbox"/> <b>Footwear</b> (Steel Caps)	 <input type="checkbox"/> <b>Hard Hat</b>	 <input type="checkbox"/> Safety gloves (minimum cut rating of 3)	 <input type="checkbox"/> <b>Protective glasses/goggles</b>	 <input type="checkbox"/> Face Shield	 <input type="checkbox"/> Hearing protection	 <input type="checkbox"/> Sun protection (Clothes, Sun Screen)
 <input checked="" type="checkbox"/> Signage/barriers	 <input type="checkbox"/> Dust mask	 <input type="checkbox"/> Respirator (particle / gas etc)	 <input type="checkbox"/> Protective Clothing	 <input type="checkbox"/> Safety Harness	 <input checked="" type="checkbox"/> Fire extinguisher	 <input checked="" type="checkbox"/> First Aid Kit	

<b>Plant and Equipment</b>		<b>Maintenance / Testing of Plant / Equipment</b>	
<p><b>Plant and equipment required in the task</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scissor lift</li> <li><input type="checkbox"/> Earthmoving equipment- Insert</li> <li><input type="checkbox"/> Haulage equipment - Insert</li> <li><input type="checkbox"/> Scaffold - Insert</li> <li><input type="checkbox"/> Generator - Insert</li> <li><input type="checkbox"/> Power Tools - Insert</li> <li><input type="checkbox"/> Hand Tools – Battery and hand operated.</li> <li><input type="checkbox"/> Ladder - Platform</li> <li><input type="checkbox"/> Lasers - Insert</li> <li><input type="checkbox"/> Other - Insert</li> <li><input type="checkbox"/> Other - Insert</li> </ul>	<p><b>Maintenance / Testing of Plant / Equipment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electrical Power Tools - 3 monthly</li> <li><input type="checkbox"/> RCD - prior to commencement of task</li> <li><input type="checkbox"/> Calibration of measuring or monitoring equipment</li> <li><input type="checkbox"/> Earthmoving equipment prestart - daily</li> <li><input type="checkbox"/> Earthmoving equipment service records - in accordance with manufacturer</li> <li><input type="checkbox"/> Harness and lifting equipment - prior to use, annual inspection</li> <li><input type="checkbox"/> Crane prestart - daily</li> <li><input type="checkbox"/> Crane Inspection - Prescribed Inspections - annual, 10 year</li> <li><input type="checkbox"/> Elevated Work Platform prestart - daily</li> <li><input type="checkbox"/> Elevated Work Platform - prescribed inspections 90 day, annual, 10 year</li> <li><input type="checkbox"/> Scaffold over 4m - prior to use / handover certificate and 30 day</li> <li><input type="checkbox"/> Scaffold under 4m - prior to use</li> <li><input type="checkbox"/> Ladders – Before each use</li> <li><input type="checkbox"/> Other - Insert</li> </ul>	<p><b>Hazardous Substances involved or used in the task - SDS to be present</b></p>	

### Section 3: Hierarchy of Control: Control the risk from highest to lower as far as reasonably practicable.

The Hierarchy of Risk Control shall be referenced and utilised in the Risk Assessment Process to reduce the hazards / risks to as low as reasonably practicable (ALARP). You must always aim to eliminate the hazard, which is the most effective control. If this is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy.

The following table provides the hierarchy, definitions and examples.

Level of control	Hierarchy	Definitions	Examples
Level 1	<b>The most effective control is to eliminate the hazard and any associated risks.</b>		
Level 1	<b>Eliminate</b>	Modify the task, process method or material to eliminate the hazard completely.	Removing trip hazards, disposing of unwanted chemicals, complete work at ground level to eliminate work at height risk
Level 2	<b>If it is not reasonably practical to eliminate the hazards and risks, you should minimise the risks using one or more of the level 2 controls.</b>		
Level 2	<b>Substitute</b>	Substitute the hazard with something safer.	Replace the material, substance or task process with a less hazardous one. E.g. replace solvent based paints with water based.
Level 2	<b>Isolate</b>	Isolate the hazard from people by distance or barriers	Physically separate the source of harm from people by distance or barriers. E.g. install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in fume cabinet.
Level 2	<b>Engineering</b>	A control measure that is physical in nature, including a mechanical device or process.	Use a mechanical device such as a trolley or hoist to move heavy loads; place guards around moving parts of machinery; install residual current devices, set work rates on a production line to reduce fatigue.
Level 3	<b>These controls do not control the hazard at the source. They rely on human behaviour and supervision, and used on their own tend to be the least effective in minimising risks.</b>		
Level 3	<b>Administrative &amp; Training</b>	Administrative Controls are work methods or procedures that designed to minimise exposure to a standard.	Develop procedures on how to operate machinery safely, limit exposure time to a hazardous task, use signs to warn people of hazards, use toolbox forums or training.
Level 3	<b>Protective Devices</b>	Use appropriately designed and properly fitted equipment where other treatment is not practical.	Use ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to harmful effects of a hazard but only if workers wear and use the PPE correctly.

**Section 4: Risk Assessment: The following steps are used to conduct a risk assessment of the hazards that have been identified.**

**Step 1 -** Determine how likely it is someone may be exposed to the hazard you have identified.

<b>Definition of Probability</b>	
<b>Likelihood Rating</b>	<b>Description</b>
<b>Almost Certain -</b> Occurs frequently	Is expected to occur in most circumstances
<b>Likely -</b> Has occurred on your site	Will probably occur in most circumstances
<b>Possible -</b> Have heard it occurring at other sites	Might occur sometime. Anecdotal evidence of an occurrence
<b>Unlikely -</b> Not expected to occur	Could occur sometime. No evidence of an occurrence
<b>Rare -</b> Highly unlikely	May occur – only in exceptional circumstances

**Step 3 -** Utilise the risk matrix to identify all risks and risk rating, match probability with the severity of the outcome.

<b>Probability</b>	<b>SEVERITY</b>				
	<b>Low Significance</b>	<b>Minor</b>	<b>Moderate</b>	<b>Severe</b>	<b>Major</b>
<b>Almost Certain</b>	M7	M8	M9	H7	H8
<b>Likely</b>	L8	M5	M6	H5	H6
<b>Possible</b>	L6	L7	M4	H3	H4
<b>Unlikely</b>	L4	L5	M2	M3	H2
<b>Rare</b>	L1	L2	L3	M1	H1

**Step 2 -** Determine how severe a potential injury/illness could be.

**Definition of Severity**

<b>Severity Rating</b>	<b>Description</b>
<b>Low Significance</b>	Minor material damage, self-administered first aid, no time lost and negligible impact on environment.
<b>Minor</b>	Some material damage, first aid treatment, no rehabilitation, or days / weeks time lost minor localised impact on environment.
<b>Moderate</b>	Significant material damage, medical treatment, short rehabilitation, or days/time lost, moderate impact on environment, no long term irreversible damage, may incur cautioning notice.
<b>Severe</b>	Extensive material damage or medical / hospital treatment, lengthy rehabilitation, weeks or months in time lost, permanent minor disability, severe impact requiring remedial action and review of process to prevent recurrence.
<b>Major</b>	Major material damage or hospital treatment, extensive rehabilitation, months or years in time lost, death, permanent major disability, large scale damage to the environment, serious breach of EPA legislation or licence conditions.

**Step 4 – Risk Classification**

<b>L = Low risk-manage by routine procedure</b>	
<b>M = Moderate – administrative controls mandatory in the short term, long term solution required</b>	
<b>H = High risk – immediate management action</b>	

**Section 5: State Legislation** For more information visit ['SafeWork SA website'](#)

Relevant Acts and Regulations	Relevant Standards, Compliance Codes, and Guidance Notes	Relevant Codes of Practice	Relevant Licences and Worker Competencies
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Work Health and Safety Act 2012 (SA)</li> <li><input checked="" type="checkbox"/> Work Health and Safety Regulation 2012 (SA)</li> <li><input type="checkbox"/> Plumber, Gas Fitter &amp; Electrician Act (SA) 1995</li> <li><input checked="" type="checkbox"/> Ozone Protection &amp; Synthetic Greenhouse Gas Management Regulations (Cth) 1995</li> <li><input checked="" type="checkbox"/> Environmental Protection Act 1993 (SA)</li> <li><input checked="" type="checkbox"/> Environmental Protection Regulation 2009 (SA)</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> AS 1319 Safety signs for the occupational environment</li> <li><input checked="" type="checkbox"/> AS/NZS 1336 Recommended practices for occupational eye protection</li> <li><input type="checkbox"/> AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment</li> <li><input type="checkbox"/> AS/NZS 1716 Respiratory protective devices</li> <li><input checked="" type="checkbox"/> AS/NZS 1800:1998 Occupational protective helmets - Selection, care and use</li> <li><input checked="" type="checkbox"/> AS/NZS 1801 Occupational protective helmets</li> <li><input type="checkbox"/> AS/NZS 1891 Industrial fall arrest systems and devices</li> <li><input type="checkbox"/> AS/NZS 1891.4 Industrial fall arrest systems and devices -</li> <li><input checked="" type="checkbox"/> AS/NZS 1892 Portable ladders Selection, use and maintenance</li> <li><input checked="" type="checkbox"/> AS/NZS 1892.5:2000 Portable ladders - Selection, safe use and care</li> <li><input checked="" type="checkbox"/> AS/NZS 2161 Occupational protective gloves (Parts 2 to 5)</li> <li><input checked="" type="checkbox"/> AS/NZS 2161.1:2000 Occupational protective gloves - Selection, use and maintenance</li> <li><input checked="" type="checkbox"/> AS/NZS 2210 Occupational protective footwear (Parts 2 to 9)</li> <li><input checked="" type="checkbox"/> AS/NZS 2210.1:2010 Safety, protective and occupational footwear - Guide to selection, care and use</li> <li><input type="checkbox"/> AS 2865 Confined spaces</li> <li><input checked="" type="checkbox"/> AS/NZS 3000 Electrical installations (known as the Australian/New Zealand Wiring Rules)</li> <li><input checked="" type="checkbox"/> AS/NZS 3012 Electrical installations-construction and demolition sites</li> <li><input checked="" type="checkbox"/> AS/NZS 3190 Approval and test specification-residual current devices (current-operated earth leakage devices)</li> <li><input checked="" type="checkbox"/> AS/NZS 3760 In service safety inspection and testing of electrical equipment</li> <li><input type="checkbox"/> NOHSC's Approved Criteria for Classifying Hazardous Substances</li> <li><input type="checkbox"/> NOHSC's Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment</li> <li><input type="checkbox"/> NOHSC's National Code for the Preparation of Material Safety Data Sheets (second edition)</li> <li><input type="checkbox"/> NOHSC's National Code of Practice for Noise Management and Protection of Hearing at Work</li> <li><input type="checkbox"/> Safety in the use of synthetic vitreous fibre insulation wools (glass wool, rock wool, slag wool) (ILO)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> How to Safely Remove Asbestos</li> <li><input type="checkbox"/> How to Manage and Control Asbestos in the Workplace</li> <li><input type="checkbox"/> Abrasive Blasting</li> <li><input type="checkbox"/> Confined Spaces</li> <li><input checked="" type="checkbox"/> Construction Work</li> <li><input type="checkbox"/> Work Health and Safety Consultation Cooperation and Coordination</li> <li><input checked="" type="checkbox"/> Demolition Work</li> <li><input checked="" type="checkbox"/> Managing Electrical Risks at the Workplace</li> <li><input type="checkbox"/> Excavation Work</li> <li><input checked="" type="checkbox"/> Managing the risk of Falls at Workplaces</li> <li><input type="checkbox"/> Preventing Falls in Housing Construction</li> <li><input checked="" type="checkbox"/> Managing the Work Environment and Facilities</li> <li><input checked="" type="checkbox"/> First Aid in the Workplace</li> <li><input type="checkbox"/> Labelling of Workplace Hazardous Chemicals</li> <li><input type="checkbox"/> Preparation of Safety Data Sheets for Hazardous Chemicals</li> <li><input checked="" type="checkbox"/> Managing Risks of Hazardous Chemicals in the Workplace</li> <li><input type="checkbox"/> Hazardous Manual Tasks</li> <li><input checked="" type="checkbox"/> Managing Noise and Preventing Hearing Loss at Work</li> <li><input checked="" type="checkbox"/> Managing Risks of Plant in the Workplace</li> <li><input checked="" type="checkbox"/> How to Manage Work Health and Safety Risks</li> <li><input type="checkbox"/> Safe Design of Structures</li> <li><input type="checkbox"/> Spray Painting and Powder Coating</li> <li><input type="checkbox"/> Welding Processes</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plumbing Contractors Licence</li> <li><input type="checkbox"/> Electrical Contractors Licence</li> <li><input type="checkbox"/> Electrical Worker's Registration</li> <li><input type="checkbox"/> Refrigerant Handling Licence</li> <li><input checked="" type="checkbox"/> WHS Certification Australia card</li> <li><input type="checkbox"/> High risk work (HRW) licence – Boom type elevating work platform(CLASS WP) AND Intermediate Scaffolding(CLASS SI)</li> <li><input type="checkbox"/> Working at Heights</li> <li><input checked="" type="checkbox"/> Site Induction</li> <li><input type="checkbox"/> Scissor lift</li> </ul> <p><b>List of Permits</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hot Work Permit</li> <li><input type="checkbox"/> Confined Space Permit</li> <li><input type="checkbox"/> Crane Lift Plan / Permit</li> <li><input type="checkbox"/> Other Permit</li> </ul> <p><b>Relevant Safety Data Sheets</b></p>
<p><b>Safety Note:</b></p>			

**Section 6: Work Sequence: Sequence and analyse each step of the work**

Break the task or job down into logical steps



Consider all of the things that can injure you or others and the business




Remember the Hierarchy of Control:  
Eliminate/Substitute/Isolate/Engineer/Administrate/PPE

WORK SEQUENCE BASIC JOB STEPS	ACTUAL AND POTENTIAL HAZARDS/RISKS		INITIAL RISK SCORE	PROPOSED ACTION CONTROL MEASURE (Reference Standard Work Instructions [SWI's] if applicable)	WHO'S RESPONSIBLE FOR CONTROL IMPLEMENTATION?	RESIDUAL RISK SCORE
	Hazard Description (i.e. cause of harm e.g. Electricity)	Effect of Hazard (i.e. description of harm caused e.g. Electrocution)				
1.				•		
2.				•		
3.				•		
4.				•		
5.				•		
6.				•		
7.				•		
8.				•		

**PROVISION FOR REVISION**


**Section 7: SWMS Development, Review and Approval**

**Persons involved and consulted in the development of this SWMS**

Name	Signature	Position	Name	Signature	Position
Brenton Cox		WHS Coordinator			

**Persons involved in the review and approval of this SWMS**

Review No.	Reviewed by:	Signature	Date	Changes Required?		If yes, describe changes	New Revision No.	Next review date
				Yes	No			
1.				<input type="checkbox"/>	<input type="checkbox"/>			
2.				<input type="checkbox"/>	<input type="checkbox"/>			

Revision No.	Approved by:	Signature	Date	Revision No.	Approved by:	Signature	Date
01				02			

**Section 8: SWMS Delivery, Communication and Compliance**

		Name	Position
Person responsible for ensuring the delivery and communication of this SWMS:			Site Supervisor
Method of delivery of and communication of this SWMS:	<input checked="" type="checkbox"/> Site Induction <input type="checkbox"/> Toolbox Meeting <input type="checkbox"/> Task Specific Training <input type="checkbox"/> Other:		
Person responsible for ensuring compliance of this SWMS at this site:			Site Supervisor
Method of ensuring compliance of this SWMS at this site:	<input checked="" type="checkbox"/> Daily Pre-Start Checks <input checked="" type="checkbox"/> Task Observation <input checked="" type="checkbox"/> Supervisor monitoring <input type="checkbox"/> Other:		
Corrective action required if failure to comply with SWMS:	If failure to comply with the SWMS is observed, work is to cease immediately, and the Site Manager is to be notified who will, in consultation with the work group, review or amend the SWMS and communicate changes to the work group.		





