

SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY: REFUELLING OF PLANT

SWMS #:

BUSINESS NAME: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

BUSINESS ADDRESS: 33 Jindalee rd, Port Macquarie, NSW 2444

BUSINESS CONTACT:

PHONE #: 0429810200

SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.

NAME:

SIGNATURE:

DATE:

PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:

PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:

RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL
AND COMMUNICATION OF THIS SWMS.

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS
COMMUNICATED TO THEM BEFORE WORK COMMENCES.

NAME

SIGNATURE

DATE

Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.

Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.

Amendments must be approved by _____ and communicated to all affected workers before work resumes.

SWMS must be made available for inspection or review as required by WHS legislation.

Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

PRINCIPAL CONTRACTOR DETAILS *(The builder or the organisation you are working for.)*

PRINCIPAL CONTRACTOR (PC):

PROJECT NAME:

DATE SWMS PROVIDED TO PC:

PROJECT ADDRESS:

PROJECT MANAGER (PM):

PM SIGNATURE:

CONTACT PH. #:

VERSION #: 1

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE:

SWMS SCOPE: (TO BE FILLED IN ACCORDING TO ON-SITE SPECIFICS)

VERSION #: 1

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

- | | | | |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> Confined Spaces | <input type="checkbox"/> Mobile Plant | <input type="checkbox"/> Demolition | <input type="checkbox"/> Asbestos |
| <input type="checkbox"/> Using explosives | <input type="checkbox"/> Diving work | <input type="checkbox"/> Artificial extremes of temperature | <input type="checkbox"/> Tilt up or pre-cast concrete |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| <input type="checkbox"/> Involves a risk of a person falling more than 2m, including work on telecommunications towers | | | |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines | | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | <input type="checkbox"/> In or near water or other liquid that involves risk of drowning | |

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	Most Effective
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE				↑
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.		
									Least Effective

PERSONAL PROTECTIVE EQUIPMENT (PPE): *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-c062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR)</i>	<i>RESIDUAL RISK-RATING (RR)</i>		
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.		Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: <ul style="list-style-type: none"> - Health and Safety rules - Induction for all workers – site specific and toolbox meetings - Supervisory arrangements - Emergency plans - All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations. - Communication arrangements - Hazard reporting procedures - Injury reporting procedures - Ensure Work Safe notification for deep excavations prior for planned work (where applicable) - PPE required - Site plans – showing no go zones for pedestrians - Traffic Management Plan detailing movement of vehicles during work - Exclusion Zones - Risk Assessments, SWMS and JSA's - Ensure relevant guidance material for electrical NO GO ZONES is on site and consulted before work commences. - Underground essential services - including gas, water, sewerage, telecommunications, and electricity. 			

<p>2. Training and Capabilities</p>	<p>Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.</p> <p>Powered mobile plant</p>	<p>Ensure all persons entering site have a General Construction Induction Card (white card).</p> <p>Check that plant operators are appropriately qualified with correct licence endorsements for the applicable item of plant.</p> <p>Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:</p> <ul style="list-style-type: none"> - Instructed on the use of this SWMS - Reporting procedures for incidents - Correct use of equipment including selecting, fitting, use, care of and maintenance - Correct use of all tools used - Emergency plans - Use of supervision where required (e.g. new starters or new equipment) - Conduct a pre-start toolbox talk to ensure that all workers have been made fully aware of the scope of work to be performed <p>NOTE: Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</p> <p>IMPORTANT: If operating powered mobile plant e.g. excavator, skid steer etc., for this task, ensure there are separate, dedicated SWMS for the plant and that all workers/employees have relevant training and licensing</p>
<p>3. Assess onsite conditions</p>	<p>Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.</p>	<p>Assess conditions at site on arrival. Ensure:</p> <ul style="list-style-type: none"> - Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.) - Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) - Work site is exactly as detailed in Terms of Agreement or contract - Suitable access for all equipment required - Suitable space for operation of equipment - Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable)

- Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task
- If represented by an elected health and safety representative, the representative should be included in any consultation
- Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made

Conduct risk assessment to identify potential hazards e.g.

- Changes in levels
- Underground/overhead electrical services
- Mobile plant
- Hot conditions.

4. Set up work area

Contact with electricity

Ensure work is not conducted in close proximity to electrical power lines. Check for:

- Overhead power lines (including high and low voltage distribution conductors)
- Single wire earth return (SWER)
- Service cables to premises
- Communications cables
- Electrical transformers (mounted lower than cables)

Identify maximum range of equipment and how close equipment or load can come to asset (known as design envelope) the following dimensions are taken from the closest point of any extended component of the machine e.g. extended long reach boom

In general, for up to and including 132,000 volts

- 3m above, either side and below power lines is No Go Zone.

-
- Between 3-6.4m of power lines a Spotter is required.

- Further than 6.4m of power lines is open area

- No work to be conducted within 10m radius of SWER transformer.

NOTE: No work to be conducted within Minimum Clearance Zones without written permission from power supplier.

IMPORTANT: Approach distances will vary based on the voltage level of the live electrical apparatus. Always contact your local power asset owner for information prior to commencing crane operations if unsure.

Underground services

Ensure underground services have been identified and marked accurately for depth and position:

- Contact Dial before you dig
- Use accredited cable locator contractor to test the area
- Contact relevant authorities/companies for 'as constructed' plans if necessary
- Hand excavate using a shovel to locate services and mark out prior to any trenching or battering works

Use "Pot holing" techniques if required:

- Use extreme care when working near gas mains
- When using hand prodders to locate pipes do not use hammers or other implements

Mark all exposed services with flags or devices that can be readily seen

Ensure all marked services continue to be visible for the duration of the work.

Slips, trips and falls

Be aware of ground condition including changes in level

Wear appropriate thick soled covered footwear - NEVER wear thongs or similar footwear

Use high visibility string lines (to avoid tripping hazards)

Do not climb or jump over loose building material

Do not jump from elevated edges >180mm (concrete slabs etc.)- step carefully and or use prepared access area.

Obey any barriers & signage - Be aware of excavations

Follow clearly defined detours for pedestrians around hazards

Do not walk near top edge of excavations; maintain safe distance from edges, voids & pits.

NOTE: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.

Environmental conditions

Working outdoors. Ensure:

- Suitable protective clothing
- Sun brim on hard hat
- Safety glasses - UV Rated
- Use 30+ sunscreen
- Adequate drinking water
- Access to shade during breaks
- Adequate breaks
- Check weather conditions – do not work in extreme weather – If temperatures extreme (very hot or very cold) undertake risk assessment and establish protocols e.g. frequent rest periods
- Ensure sufficient lighting and visibility.

Cuts, abrasions

Wear gloves when handling sharp tools, rocks and other materials.

Hearing loss/damage

Wear hearing protection, ensure it is:

- Worn by all persons throughout the period of exposure to noise
- Suitable for the type of working environment and the work tasks
- Comfortable and correctly fitting for the worker
- Regularly inspected and maintained to ensure it remains in good, clean condition.

5. Temporary Traffic Control (TMP)

Hit by mobile plant/vehicle

Where temporary road traffic control is required (e.g. kerbside works, materials delivery or pedestrian management):

- Approvals and permits are sought from local council and/or state road transport departments where necessary
- A TMP is developed for the temporary works (this can be a separate plan to the Construction TMP if required)
- Only accredited traffic controllers are to perform traffic control duties
- All traffic control measures put in place must be implemented as per Australian Standard 1742.3–2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads AS 1742.3-2009 or other requirements as per permit conditions

Public and
Pedestrian
safety

- Traffic controllers must have the accreditation to perform traffic control duties
 - Traffic controllers must have sufficient experience to setup and control traffic safely and efficiently.
- Pedestrian Access. Ensure:
- If closing/modifying a vehicle lane, parking area or footpath the following factors are considered in developing alternative pedestrian access:
 - o Travel speed of road traffic
 - o Traffic volumes
 - o Percentage of heavy vehicles
 - o The alignment of the road
 - If alternative route is immediately adjacent to the road, concrete or water filled barriers to protect pedestrians from road traffic should be used
 - Pedestrians will be directed by defined walking paths clearly marked with using appropriate measures (e.g. barriers, fencing hazard netting)
 - Signage must be appropriate and easily seen
 - Temporary pathways must have no trip hazards and the ground/pavement should be free of holes, dips, mud or debris
 - Mobility impaired e.g. wheelchair access, pram ramps, handrails must be considered in respect to widths, surface and grade
 - Barrier fencing flagging or other acceptable method must be erected to prevent the public from entering hazardous areas of the work site
 - Access should be monitored through a single-entry point.

6. Delivery of
materials and
equipment

Hit by mobile
plant/vehicle

- Alertness at all times. Listen for:
- Reversing alarms/beepers
 - Calls from Plant Operators
 - Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required
 - Work positions should be in clear sight of plant operators
 - Follow traffic management plan requirements.

Reversing trucks, ensure:

- Never stand between truck and another structure when vehicle is reversing
- Always maintain visual contact with driver's mirrors (**Remember: if you can't see the driver – he can't see you!**)
- Use a spotter where practicable to direct trucks on site.

When unloading ensure:

- Within Safe working load (SWL) if using hoisting machinery
- Suitable ground and sufficient room for operation
- Delivery driver and other personnel are removed from area (use physical barriers to maintain exclusion zone)

If Driver is unloading – establish and enforce exclusion zone

- Persons do not stand on or beside delivery vehicle during unloading
- Loads are secure and will not free-fall
- Use lifting equipment for larger packs.

7. Refuelling

Personal injury

Poor
ventilation

Fire

If possible, make sure that all refuelling of plant and equipment is carried out on impervious ground and that all machinery is at least 20m away from any watercourse.

Park the fuel vehicle not closer than 5m of the machine and make sure there is still working room for other machines and vehicles in the immediate area.

Make sure the refuelling area is open, unobstructed and with adequate ventilation.

Wear the correct PPE at all times (High-visibility shirt, safety footwear, Chemical resistant gloves, splash resistant safety glasses and if there is a risk of injury, a hard hat).

Decant diesel directly from the fuel vehicle into the plant fuel tank.

No smoking is allowed in or near the refuelling area.

Turn off the engine while refuelling.

Refuelling should be carried out by the fuel delivery driver. He will unroll the hose, walk to the machine, undo the fuel tank cap, insert the trigger nozzle and fill the machine until shut-off activates.

Refuellers must clean any spills using their spill kit.

8. Refuelling near traffic	Persons hit by traffic Damage to plant and/or property	Position the machine and the refuelling truck a minimum of 3m from the live traffic. If necessary, make sure that Principal has safety barriers and/or traffic controllers in place.
9. Work performed above or near utility services	Shocks, burns Electrocution and equipment damage	Principal Contractor must make sure that the refueller/operator is aware of any overhead power lines and services.
10. Refuelling work conditions	Increasing risk of injury / accidents / damage	Do not start refuelling until conditions are suitable, for example, weather is clear or traffic has eased, etc. Revise as required to suit new conditions.
11. Refuelling plant and equipment	Contact with substance through inhalation, ingestion, skin absorption or eye contact. Flammable substances Burns Spills Slips and falls	The refueller must refuel only in the designated area of the worksite. Refueller must remain in his cabin and use 2-way UHF radio to communicate with the operator of the earthmoving equipment and the spotter/site supervisor to communicate their intention of exiting the vehicle and undertaking refuelling activities.
12. On Completion	Slips, trips, falls causing injury Mobile plant	Clean up tools and any waste, and make sure the site is clean and tidy condition Store materials to minimise manual tasks hazards, trip hazards, and the potential for falling objects. If mobile plant is to be left onsite make sure: - It is left/parked in a secure and safe manner - All keys are removed

Cuts, laceration, puncture wounds	- It is locked to prevent unauthorised use. Always wear gloves to avoid sharp edges
Contact with electricity	Never use bare hands to clean equipment (use clean water and stiff brush or other appropriate method). Disconnect power tool/extension leads from power point before winding up to prevent a shock if the lead is damaged Inspect leads and power equipment for damage If safe to do so, remove isolation locks/tags and test appliance for function.
Muscular stress / musculoskeletal disorder (MSD)	Where manual loading/unloading and storage is necessary: - Make sure the access route is clear of hazards - Use hand trucks (trolley) to move heavy materials, where practicable - Use team-lifts where possible.
Public safety	If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion.

EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:

- Adequate numbers of first aid trained staff are on site when working at heights occurs
- First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

Ensure workers have access to:

- First aid kit/supplies
- First Aid trained personnel familiar with Resuscitation and emergency response for electric shock
- M/SDS
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

SAFE WORK METHOD STATEMENT (SWMS) PART 2

**FORMAL TRAINING,
LICENCES REQUIRED
FOR WORKERS**

RELEVANT LEGISLATION & CODES OF PRACTICE
 ☞ *Retain only the legislation references applicable to your state of operation for this SWMS.*

UNDERTAKING THIS TASK:		
<p><i>Delete or add as relevant</i> Licence to Perform High Risk Work (operating certain plant, equipment) TAFE or other recognised training organisation Construction Induction Card (or equivalent) Competent in operation of make/model of plant Emergency procedures – emergency response PPE Traffic Management Plans</p>	<p>Commonwealth, NSW, QLD, ACT Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations SA, Tasmania Work Health and Safety Act 2012 Work Health and Safety Regulations 2012</p>	<p>Victoria: Occupational Health & Safety Act 2004 Occupational Health & Safety Regulations 2007 Compliance Codes: WorkSafe Victoria (2008): Compliance Code: <i>Communicating OHS Across Languages</i> <i>First Aid in the Workplace</i> <i>Prevention of Falls in General Construction</i> <i>Workplace Amenities and Work Environment</i> Codes of Practice: WorkSafe Victoria (1990): No. 13: <i>Building and Construction Workplaces</i> (2000): No. 25: <i>Manual Handling</i> (1995): No. 19: <i>Plant</i> (1998): No. 23: <i>Plant (Amendment No. 1)</i> (2004): No. 29: <i>Prevention of Falls in Housing Construction</i> (2000): No. 24: <i>Hazardous Substances</i> Western Australia Occupational Safety & Health Act 1984 Occupational Safety & Health Regulations 1996 Codes of Practice:</p>
<p>DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK:</p>	<p>Codes of Practice: Safe Work Australia (2011): <i>Construction Work</i> <i>First Aid in the Workplace</i> <i>Managing the Risk of Falls at Workplaces</i> <i>Managing the Risk of Plant in the Workplace</i> <i>Managing Noise and Preventing Hearing Loss in the Workplace</i> <i>How to Manage Work Health and Safety Risks</i> <i>Hazardous Manual Tasks</i></p>	
<p><i>Delete or add as relevant</i> Suitably qualified supervisors for job Direct on-site supervision Remote site – communication systems/ schedule Audits Spot Checks, etc. Reporting systems</p>		

DETAILS OF: REGULATORY PERMITS/LICENSES ENGINEERING DETAILS/CERTIFICATE S/WORKCOVER. APPROVALS:	<i>Managing Risks of Hazardous Chemicals Managing Electrical Risks in the Workplace Managing the Work Environment and Facilities WHS Consultation, Cooperation & Coordination (2005) Excavation Work</i>	
<i>Delete or add as relevant</i> Local council permits Authorisation to work Confined Space Permit Building Approvals EPA approvals/permits Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards	PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB. <i>(Make & Model)</i>	REFERENCE DOCUMENTS

SAFE WORK METHOD STATEMENT (SWMS) PART 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

OVERALL RISK RATING AFTER CONTROLS	<input type="checkbox"/> 1 Low	<input type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 HIGH	<input type="checkbox"/> 4 ACUTE	
EMPLOYEE/WORKER NAME	JOB ROLE / POSITION	SIGNATURE	DATE	TIME	EMPLOYER/PCBU/ SUPERVISOR

REVIEW: Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

MONITOR: To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - * Spot checks
 - * Consultation
 - * Scheduled audits

Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons).

REVIEW No.	1	2	3	4	5	6	7	8	9	10
NAME:										
INITIAL:										
DATE:										