Combustible Liquids | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Combustible Liquids

Business Name: Coastal Hire And Sales Pty Ltd	ABN: 70114481408	SWMS#
Business Address:		
Contact Person:	Phone:	Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-bearing.	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrity of a structure.	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing asbestos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that requires temporary support to prevent collapse.	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
☐ is carried out in or near a confined space.	☐ is carried out in an area of a workplace where there is any movement of powered mobile plant.
☐ is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.

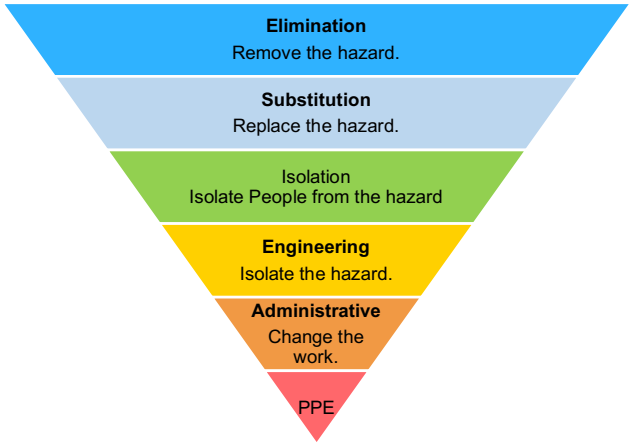
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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 work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips and falls, Fire hazards	2M	- Ensure that the workplace is clean, well-organised, and free from obstacles to miniimise the risk of slips, trips, or falls. - Mandate proper personal protective equipment, such as non-slip footwear, for workers handling combustible liquids. - Set up appropriate warning signs near spill-prone areas and ensure spill kits are easily accessible. - Verify that fire extinguishers, fire blankets, and other firefighting equipment are readily available, in good working condition, and up-to-date on their servicing. - Train employees on emergency response procedures and fire safety so they can act quickly and appropriately in case of a fire incident. - Store combustible liquids securely in approved containers or storage cabinets, preventing them from leaking or mixing with incompatible substances. - Implement good ventilation systems to prevent the buildup of hazardous vapors that could increase the risk of fires. - Schedule regular inspections of the work area, focusing on potential hazards related to spills, leaks, or improperly stored materials. - Encourage open communication among team members about potential hazards associated with combustible liquids, so they feel empowered to raise issues and address them proactively. - Develop and enforce a "hot work" permit system for activities such as welding, which could result in ignition of combustible liquids if not performed carefully and with adequate precautions. - Regularly review and update the Site-wide Safety Management System (SWMS) for combustible liquids to ensure compliance with current legislation, industry best practices, and organizational policies.	1L	
2. Storage	Mishandling of containers, Leaking combustible liquids	3H	- Proper storage location: Ensure combustible liquids are stored in a well-ventilated, fire-resistant area, away from ignition sources and incompatible materials. - Clear labeling: Clearly label all containers and storage areas with appropriate hazard communication labels to identify the contents as combustible liquids and include any specific handling instructions. - Spill containment: Utilise secondary containment methods, such as spill pallets or trays, to prevent unauthorised discharge of leaked liquids into the environment or other workspaces. - Regular inspections: Conduct periodic inspections of both containers and the storage area to assess the integrity of containers, look for leaks, or identify signs of corrosion or other damage that might lead to leaks.	2M	

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			- Container maintenance: Ensure all containers used for storage have appropriate lids, seals, and valves in good working condition, and replace any damaged components as necessary. - Adequate aisle space: Maintain adequate aisle space between storage rows and within the storage area for easy access during handling and emergency response situations. - Safe stacking: Stack containers safely and securely, no more than two high, and ensure they are properly supported and restrained to prevent accidental tipping or collapse. - Personnel training: Provide proper training for workers who handle and store combustible liquids regarding correct handling techniques, hazard awareness, proper protective equipment, and emergency procedures. - Personal Protective Equipment (PPE): Equip workers handling combustible liquid containers with appropriate PPE, including gloves, goggles, and chemical-resistant clothing to protect against spills and leaks. - Emergency response plan: Have a documented emergency response plan in place, complete with spill response equipment, fire extinguishers, and first aid kits readily available in the storage area. - Inventory controls: Implement inventory control measures to miniimise the amount of combustible liquids stored on-site, and conduct regular stock rotation to avoid excessive accumulation of outdated or unused materials. - Appropriate lifting devices: Use appropriate mechanical aids, such as drum lifters or forklifts, when handling and transporting heavy or large containers to reduce the risk of manual handling injuries and prevent accidental drops or spills.		
3. Handling Equipment	Equipment failure, Inadequate training	3H	- Regular inspection and maintenance: Ensure all handling equipment is regularly inspected and maintained according to the manufacturer's guidelines or legal requirements, depending on the type of equipment being used. - Equipment assessment: Assess the compatibility of the equipment with combustible liquids according to their material, design, and capacity to prevent equipment failure. - Proper storage: Store the equipment in a designated area, away from heat sources or ignition points, when not in use. - Adequate signage: Clearly mark and display appropriate hazard signs at entrances and locations where combustible liquids are being handled to inform all workers about potential risks. - Emergency stop devices: Install emergency stop devices on all handling equipment, if not already present, to shut off machinery instantly in case of equipment failure or an emergency.	1L	

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			- Personal protective equipment (PPE): Ensure that all workers involved in handling combustible liquids are wearing appropriate PPE, such as gloves, goggles, and flame-resistant clothing, to protect against potential hazards. - Training and induction: Provide comprehensive training to all workers who handle combustible liquids, including equipment operation, safe handling procedures, and emergency response protocols. - Supervision: Monitor the handling of combustible liquids and equipment by well-trained supervisors to ensure proper adherence to safety protocols. - Establishing safe work procedures: Develop and implement safe work procedures outlining specific processes and precautions necessary for handling both equipment and combustible liquids. - Workplace layout: Design and maintain the workspace layout to miniimise the risk of collision with handling equipment and to provide sufficient clearance and access to emergency exits and spill control stations. - Incident reporting system: Implement an incident reporting system that encourages workers to report any accidents, near misses or equipment failures in order to facilitate ongoing improvements in workplace safety. - Spill containment and control: Equip workspaces where combustible liquids are being handled with adequate spill control measures, such as spill containment pallets, booms or absorbent materials, to prevent accidents and contamination. - Emergency response plan: Develop and implement an emergency response plan specific to combustible liquid handling that includes evacuation procedures, firefighting measures, and first aid protocols for workers exposed to hazardous substances.		
4. Pouring Liquids	Spillage, Exposure to harmful vapors	3H	- Proper Training: Ensure that all personnel involved in the pouring process have received adequate training on the handling and storage of combustible liquids, including spill response procedures. - Personal Protective Equipment (PPE): Provide suitable PPE for workers handling combustible liquids, such as chemical-resistant gloves, safety goggles, and appropriate respiratory protection to miniimise exposure to harmful vapors. - Ventilation: Ensure that adequate ventilation is in place, whether through natural or mechanical means, to disperse any harmful vapours that may be released during the pouring process. - Spill Containment: Place a suitable spill containment system, such as drip trays or absorbent pads, beneath the area where liquids are being poured to catch any potential spills or leaks. - Proper Pouring Technique: Instruct workers to use appropriate pouring techniques, such as using funnels and not overfilling containers, to miniimise the risk of spillage.	2M	

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			- No Smoking: Implement a strict no-smoking policy in the immediate vicinity where combustible liquids are being poured to reduce the risk of fire or explosion. - Clear Signage: Display clear signage to warn others of the hazards associated with the combustible liquids being handled and make them aware of the work being carried out. - Regular Equipment Inspection: Conduct regular inspections and maintenance of all equipment used in the pouring process to ensure they are in good working condition and free from defects that may lead to spills or leaks. - Safe Handling Procedures: Develop written safe handling procedures for pouring combustible liquids that outline each step of the process and incorporate the identified control measures. - Emergency Response Plan: Establish an emergency response plan specific to combustible liquid incidents, including evacuation routes, emergency shutdown procedures, and spill response protocols. - Storage and Dispensing Containers: Use approved safety containers designed specifically for storing and dispensing combustible liquids to prevent accidental release. - Communication: Regularly communicate with all workers involved in the pouring process to ensure they are aware of the potential hazards and are following the appropriate control measures. - Monitor and Review: Continuously monitor and review the effectiveness of the implemented control measures, making adjustments as necessary to further reduce the risk associated with pouring combustible liquids.		
5. Dispensing Liquids	Uncontrolled release, Incompatibility of chemicals	3H	- Proper training: Ensure all workers involved in the dispensing of liquids are adequately trained in handling and storage practices specific to each type of substance. - Use of appropriate Personal Protective Equipment (PPE): Provide workers with suitable PPE such as chemical-resistant gloves, goggles, and lab coats to miniimise direct contact exposure to chemicals. - Clear labeling and segregation: Properly label and store combustible liquids away from incompatible substances to avoid any adverse reactions or hazards. - Spill containment: Equip the dispensing area with spill containment measures such as bunds, trays or catchment basins to prevent uncontrolled release. - Installation of safety showers and eye wash stations: Set up safety equipment near the work area to provide immediate first aid in case of accidental exposure or spills. - Ventilation systems: Ensure that the work area has sufficient ventilation to reduce fumes and lower the possibility of combustion. - Fire safety measures: Provide easy access to fire extinguishers, safety blankets and alarms in the work area to address any potential incidents of combustion.	1L	

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			- Safety Data Sheets (SDS): Make sure access to SDS is readily available for all substances being handled so that workers can be well-informed on proper handling procedures, incompatibilities and emergency response measures. - Supervision and monitoring: Supervise the dispensing process, ensuring that workers follow established protocols and immediately report any incidents, spills or other issues. - Regular inspections: Conduct periodic inspections to ensure all equipment, including containers, pumps and hoses, are in good working condition to prevent malfunction or leakage. - Emergency Plan: Develop a comprehensive emergency plan specifically for managing adverse situations involving combustible liquids and ensure all workers are aware of their roles and responsibilities. - Safe operating procedures: Implement standard operating procedures for dispensing liquids that clearly outline steps regarding proper use of equipment, checking for compatibility and maintaining a clean work environment. - Maintenance of equipment: Ensure a proper maintenance schedule for all dispensing and storage equipment, including regular cleaning to avoid the buildup of combustible residues. - Risk Assessment: Perform a thorough risk assessment to identify potential hazards associated with handling and dispensing combustible liquids, and implement relevant control measures to miniimise these risks.		
6. Mixing/Substitution	Potential explosion, Generation of heat	4A	- Proper ventilation: Ensure that the mixing/substitution area is well-ventilated to avoid the accumulation of explosive or combustible fumes. - Substitute hazardous materials: Whenever possible, substitute the use of combustible liquids with safer alternatives to miniimise the risk of potential explosions. - Use appropriate equipment: Utilise explosion-proof and intrinsically safe equipment designed for handling combustible liquids during the mixing or substitution process. - Implement spill containment measures: Install secondary containment, such as spill trays or absorbent materials, to prevent the release of combustible liquids into the environment. - Follow manufacturer's instructions: Strictly adhere to the guidelines provided by the product manufacturer for safe mixing/substitution procedures to prevent the generation of excessive heat or pressure. - Personal protective equipment (PPE): Always wear appropriate PPE, such as flame-resistant clothing, chemical-resistant gloves, and safety goggles, while handling combustible liquids.	2M	

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			- Fire prevention strategies: Implement fire prevention measures, including storage of combustible liquids away from ignition sources and having fire extinguishers readily available at the worksite. - Employee training: Provide proper training to employees on the handling, storage, and emergency response procedures for combustible liquids. - Hazard communication: Clearly label containers of combustible liquids and communicate hazards to all workers involved in the mixing/substitution process. - Emergency planning and response: Develop emergency plans for potential incidents involving combustible liquids, such as fires or explosions, and conduct regular drills to ensure employee preparedness. - Segregate incompatible materials: Store and separate combustible liquids from other incompatible chemicals to prevent the possibility of unexpected reactions or accidents. - Regular equipment maintenance: Keep all equipment used for handling and transferring combustible liquids in good working condition through routine inspections and maintenance. - Monitor temperature and pressure: Continuously monitor ambient conditions, such as temperature and pressure, during the mixing/substitution process to ensure they remain within safe limits to prevent potential explosions or excessive heat generation.		
7. Ventilation	Insufficient air flow, Confined space entry	2M	- Regularly inspect and maintain the ventilation system to ensure optimal functionality and adequate air flow for the duration of work. - Install and monitor additional portable fans or blowers to assist in ensuring sufficient air flow, particularly in confined spaces. - Ensure all employees are properly trained in identifying signs of insufficient air flow and understanding the importance of maintaining effective ventilation. - Develop and implement a confined space entry permit system, which includes hazard identification, risk assessment, and control measures specific to confined spaces. - Establish predetermined control zones (restricted or prohibited) around confined spaces to prevent unauthorised access and accidental exposure. - Use gas detectors and monitoring equipment to continuously measure air quality within the confined spaces, with audible and visual alarms triggered if dangerous levels are detected. - Conduct regular air testing in confined spaces to ensure that oxygen levels meet the required minimum threshold, and that harmful gases or vapor concentrations remain below their respective exposure limits.	1L	

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			- Implement an effective communication and signaling system (e.g. radios, hand signals) between workers inside the confined space and standby personnel outside to ensure immediate response in case of emergency. - Equip workers entering the confined spaces with appropriate personal protective equipment (PPE), including respiratory protection devices if necessary, based on the risk assessment findings. - Develop and maintain a confined space rescue plan in case of emergencies; regularly train workers and designated rescue team members in rescue procedures, first aid, and use of emergency equipment.		
8. Bonding/Earthing	Static electricity build-up, Ignition triggers	3H	- Proper grounding and bonding: Ensure that all containers, drums, and equipment containing combustible liquids are properly grounded and bonded to miniimise static electricity build-up. - Use anti-static materials: Make sure tools and equipment used around combustible liquids, such as hoses or containers, are made of anti-static materials to prevent sparking from these items. - Static dissipative footwear: Mandate workers to wear static-dissipative footwear to miniimise the risk of electrostatic discharge when working near combustible liquids. - Educate and train employees: Provide training for employees on the dangers of static electricity build-up near combustible liquids, including how to identify possible ignition triggers and ways to mitigate the risks. - Regular inspection of bonding and earthing systems: Conduct routine checks on the effectiveness of bonding and earthing systems in the workplace to make sure they're functioning properly, with repairs and replacements made as necessary. - Avoid dragging hoses: Instruct workers to lift and carry hoses instead of dragging them across surfaces, as this can lead to friction and potential static electricity build-up. - Keep work area clean: Regularly clean work areas and equipment to remove combustible dust, residue, and other materials to miniimise friction between objects and materials that could generate static electricity. - Use explosion-proof equipment: Incorporate explosion-proof electrical devices, pumps, and ventilation systems specifically designed for use around combustible liquids to prevent ignition from electrical sparks. - Ventilation control: Maintain proper and effective ventilation in areas where combustible liquids are stored and used, reducing the chances of flammable vapors reaching a concentration capable of ignition. - Designated smoking areas: Establish clearly-marked designated smoking areas away from the storage and handling area of combustible liquids, thus preventing employees from unknowingly causing ignition from open flames or cigarettes.	1L	

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			- No-touch policy: Implement a no-touch policy for electronic devices, such as cell phones and other gadgets that could potentially generate static electricity, in areas where combustible liquids are stored or handled. - Fire extinguishers and suppression systems: Keep appropriate fire extinguishers and suppression systems readily available in the workplace to address any fire hazards caused by ignition triggers, taking care to ensure that these are suitable for use with combustible liquids. - Regular reviews and updates: Continuously review and update bonding/earthing procedures, risk assessments, and control measures to stay current with industry standards and best practices for handling combustible liquids, ensuring employee safety is always the top priority.		
9. PPE Usage	Incorrect usage, Inadequate protection	2M	- Provide comprehensive training and instruction to employees regarding the correct usage of personal protective equipment (PPE) specific to handling combustible liquids. - Regularly inspect and maintain PPE to ensure that it provides adequate protection for workers. Replace any damaged or expired equipment promptly. - Utilise PPE such as chemical-resistant gloves, safety goggles, and face shields to guard against direct contact with combustible liquids. - Implement proper ventilation systems in the workplace to miniimise exposure to harmful fumes produced by combustible liquids. - Supply fire-resistant clothing, aprons, and safety footwear to offer additional protection from potential spills, splashes, or fires involving combustible liquids. - Establish clear guidelines and written procedures for PPE usage, including when to wear it and how to put it on and take it off safely. - Display visible signage reminding workers to utilise appropriate PPE when working with or around combustible liquids. - Periodically assess and update the necessary PPE requirements based on the specific hazards present in the workplace and evolving industry standards. - Encourage open communication among workers concerning any issues or concerns they may have with their PPE, allowing for quick corrective actions. - Conduct regular audits and reviews of PPE compliance within the workplace, taking appropriate action if non-compliance is observed. - Ensure that all employees have access to well-fitting PPE and provide different sizes and types to accommodate individual needs. - Educate workers about the limitations of their PPE, instilling an understanding that it should be treated as the last line of defence against hazards. - Offer periodic refresher training for employees on the appropriate use of PPE and keep them informed about any updates or changes in guidelines.	1L	

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			- Develop an emergency response plan in case of incidents involving combustible liquids to ensure the proper usage of PPE during the response and cleanup process.		
10. Fire Extinguishing Equipment	Inoperative devices, Lack of accessibility	2M	- Regular inspection and maintenance: Schedule routine checks on all fire extinguishing equipment to ensure they are in proper working condition. - Train employees on proper usage: Provide comprehensive training sessions for employees on how to identify, access, and use fire extinguishing equipment safely. - Clear markings and signage: Make sure all fire extinguishers and other fire-fighting devices are clearly labelled and easily identifiable so that workers can quickly access them in case of an emergency. - Ensure accessibility: Place fire extinguishing equipment strategically around the workplace, ensuring there is easy access to them from all work areas, and avoid any obstructions or blockages. - Have a variety of fire-fighting equipment: Provide different types of extinguishers and other fire containment devices depending on the type of combustible liquid handled at the worksite. This ensures compatibility between the fire and the extinguisher being used. - Maintain documentation and records: Keep up-to-date records of inspections, maintenance activities, servicing, and replacements of fire extinguishing equipment to ensure a proper history is maintained for each device. - Develop a fire response plan: Formulate a well-documented and detailed fire response strategy in collaboration with the relevant authorities, which outlines the steps to take in case of a fire, including the location and use of firefighting equipment. - Perform regular audits: Conduct frequent audits of fire safety measures, including the assessment of firefighting equipment and emergency response procedures, to continuously improve and update practices based on current conditions and regulations. - Allocate responsibility: Assign a dedicated person(s) within the organisation who will be responsible for overseeing fire safety measures, including the proper functioning and accessibility of fire extinguishing equipment. - Encourage communication: Foster an open communication environment where employees feel comfortable reporting potential hazards, such as malfunctioning fire extinguishing equipment or obstructions in their access, to allow swift action and resolution of these issues.	1L	
11. Waste Disposal	Unsafe disposal methods, Environmental impact	3H	- Properly label and identify all waste containers to ensure that different types of waste are being disposed of separately and correctly. - Provide training to staff on the identification, handling, and disposal of combustible liquids and associated waste materials, emphasising the potential hazards and mandated safety procedures.	2M	

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			- Implement a designated waste storage area, equipped with appropriate safety features such as spill containment systems, ventilation, and fire protection measures. - Establish a clear waste collection, transportation, and disposal procedure, ensuring that all employees are aware of their responsibilities in maintaining safety standards throughout the process. - Regularly inspect and maintain waste storage containers and equipment, promptly addressing any signs of wear or damage that could compromise safety. - Clearly communicate guidelines for proper waste disposal methods, most importantly avoiding pouring combustible liquids down drains or into general waste bins where they may cause environmental harm or pose safety risks. - Ensure that only authorised personnel handle waste containing combustible liquids, further reducing the risk of mishandling or improper disposal. - Employ environmentally friendly waste disposal techniques, such as recycling and reusing, whenever possible and adhering to local guidelines for disposing of hazardous waste. - Regularly monitor employees to ensure compliance with established waste disposal procedures, taking disciplinary action when necessary to maintain safety standards. - Develop emergency response plans for incidents involving the accidental release or ignition of combustible liquids during waste disposal, including immediate containment and reporting measures. - Conduct regular safety audits to identify and address any potential waste disposal hazards or areas in need of improvement. - Collaborate with local authorities and waste management companies to stay up-to-date on current waste disposal regulations, ensuring that all practices comply with applicable laws and industry best practices. - Maintain detailed records of waste disposal activities, providing transparency and accountability in the event of an accident or investigation into workplace safety. By implementing these 13 control measures, a safer and more environmentally responsible waste disposal process for combustible liquids can be established, reducing the risks associated with unsafe disposal methods and adverse environmental impact.		
12. Emergency Response Planning	Inadequate procedures, Unawareness of hazards	2M	- Establish a comprehensive Emergency Response Plan (ERP) that outlines the procedures for reporting, assessing, and managing combustible liquid spills, fires or other incidents. - Regularly review and update the ERP to ensure its relevance to current work conditions, processes, and regulatory requirements.	1L	

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			- Train all employees on emergency response procedures, including the use of fire extinguishers, evacuation routes, assembly points, and emergency contacts. - Conduct periodic emergency response drills to familiarise employees with the ERP and assess their readiness in case of an incident. - Clearly identify and label hazardous materials (including combustible liquids) with appropriate signage and safety data sheets (SDSs), which should be accessible to employees at all times. - Install correct spill containment equipment, such as spill kits and absorbent materials, in areas where combustible liquids are stored, handled or used. - Ensure that any equipment used for handling and dispensing combustible liquids is inspected regularly for leaks, damage, or malfunction. - Implement a hazard communication programme to inform employees about the dangers of combustible liquids, proper handling practices, and potential adverse effects on health and the environment. - Maintain a sufficient stock of personal protective equipment (PPE) for employees, such as gloves, goggles, and face shields, and ensure they are properly trained in its use. - Establish a system for regular inspection and maintenance of fire protection systems, such as sprinklers and smoke detectors, to ensure their functionality. - Implement adequate ventilation systems to miniimise the accumulation of combustible vapors, which can lead to increased risk of ignition and explosion. - Designate specific staff members as Emergency Response Coordinators to oversee ERP implementation, communication, and employee training, ensuring a coordinated and efficient approach to emergency situations. - Notify local emergency services, such as fire departments and hazardous material response teams, of the presence of combustible liquids at the workplace to ensure they are adequately prepared in case of an incident.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	