

Flammable Liquids | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Flammable 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

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.

NAME

SIGNATURE

DATE

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.

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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

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
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.				
<p>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.</p>											
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
<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"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>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.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 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	Improper storage, Inadequate ventilation	3H	<ul style="list-style-type: none"> - Clearly label all flammable liquids with appropriate hazard warnings and store them in a designated location away from ignition sources and incompatible materials. - Store flammable liquids in approved, closed containers with self-closing lids to prevent vapor escape and reduce the risk of fire. - Ensure that storage cabinets for flammable liquids are constructed from non-combustible materials and meet relevant Australian Standards. - Periodically inspect storage areas for leaks, damage or signs of wear, and repair or replace damaged equipment as necessary. - Maintain good housekeeping in work areas and storage locations, removing waste materials and combustible materials regularly to minimise fire risks. - Install proper ventilation systems, such as exhaust fans and air intakes, in work and storage areas to prevent the build-up of flammable vapors. - Monitor and maintain appropriate temperature and humidity levels in work and storage areas to minimise vapor production. - Provide adequate training for workers on the proper handling, storage, and disposal of flammable liquids to ensure they are aware of potential hazards and appropriate response measures. - Develop and implement an emergency plan to address potential incidents involving flammable liquids, including spill cleanup procedures and fire extinguishing methods. - Follow manufacturer's recommendations for the handling, use, and storage of flammable liquids to ensure their safe management within the workplace. - Regularly check and maintain all electrical equipment in work and storage areas to minimise the risk of sparking or electrical fires. - Implement a risk assessment process and review the effectiveness of control measures periodically to identify any additional or improved safety measures required for flammable liquid storage and handling. 	2M	
2. Dispensing	Spills, Inhalation of vapors	3H	<ul style="list-style-type: none"> - Proper Training and Awareness: Ensure that all personnel involved in the dispensing process are adequately trained on the correct handling methods and are aware of the hazards posed by flammable liquids and their vapors. - Use Suitable Equipment: Utilise appropriate safety equipment for transferring flammable liquids, such as safety cans with flame arresters and self-closing lids, to minimise the risk of spills and vapor release. - Adequate Ventilation: Ensure that the dispensing area is properly ventilated to maintain a safe atmosphere and prevent buildup of hazardous vapors. - Spill Containment: Implement spill containment measures, such as bunds or drip trays, to contain any accidental spills immediately and prevent spreading to other areas. 	1L	

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			<ul style="list-style-type: none"> - Personal Protective Equipment (PPE): Require that all workers wear suitable PPE, including chemical-resistant gloves, safety glasses, and in some cases respirators, to avoid direct contact or inhalation of harmful vapors. - No Smoking or Open Flames: Strictly enforce a no-smoking policy near the dispensing area and prohibit any sources of ignition that could potentially ignite the flammable liquid or its vapors. - Emergency Procedures: Have a well-established emergency response plan in place, aimed at quickly controlling potential incidents involving flammable liquids and ensuring the safety of all workers. - Regular Equipment Inspection and Maintenance: Routinely inspect all dispensing equipment for any signs of damage or wear that could lead to leaks and repair them promptly. - Safe Chemical Storage Practices: Store flammable liquids away from incompatible chemicals and follow appropriate storage guidelines, such as segregating materials based on their hazard classifications. - Clear Signage and Labeling: Ensure that adequate warning signs are posted around the dispensing area, and all containers are clearly marked with proper hazardous material labels to inform workers of the potential dangers associated with the flammable liquids being dispensed. 		
3. Transfer	Overexposure, Static electricity	4A	<ul style="list-style-type: none"> - Implement a designated area: Establish a specifically designated area for the transfer of flammable liquids to minimise the risk of overexposure and control sources of ignition. - Use appropriate containers: Ensure that only approved, compatible, and correctly sized containers are used for transferring flammable liquids, in accordance with relevant regulations and industry standards. - Properly ground and bond equipment: Ground and bond all equipment involved in the transfer process, including receiving and dispensing containers, to prevent the buildup of static electricity and reduce the potential for ignition. - Wear personal protective equipment (PPE): Workers should be equipped with appropriate PPE, such as chemical-resistant gloves, eye protection, and flame-resistant clothing, during the transfer process to minimise the risk of overexposure and injuries. - Ventilation measures: Ensure that adequate ventilation is provided in the transfer area to minimise vapor concentrations and reduce the risk of overexposure to hazardous fumes. - Use explosion-proof equipment: All electrical equipment, lighting, and tools used in the transfer process should be explosion-proof or intrinsically safe to minimise the risk of ignition due to electrical sparks. - Implement no-smoking policy: Enforce a strict no-smoking policy in the designated area to eliminate potential ignition sources. 	2M	

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			<ul style="list-style-type: none"> - Training and supervision: Provide regular training to workers on proper procedures for handling and transferring flammable liquids, while ensuring that they are adequately supervised throughout the process. - Regular maintenance and inspection: Conduct periodic inspections and maintenance on all equipment involved in the transfer process, including pumps, hoses, and clamps, to ensure they remain in good working condition and free from defects that could cause leaks or spills. - Emergency procedures and equipment: Establish an emergency response plan that includes procedures for dealing with spills, fires, and personnel exposure, and ensure that appropriate firefighting equipment (such as fire extinguishers and fire blankets) is readily available in the transfer area. - Develop and enforce safe work procedures: Establish written safe work procedures that outline specific steps for safely transferring flammable liquids, including protocols for identifying hazards, selecting appropriate containers, and properly grounding equipment. Ensure that workers adhere to these procedures at all times. 		
4. Storage	Fire, Chemical incompatibility	4A	<ul style="list-style-type: none"> - Proper storage: Ensure that flammable liquids are stored in approved containers or cabinets specifically designed for flammable liquid storage to prevent the risk of fire or chemical reactions. - Ventilation: Maintain adequate ventilation in the storage area to disperse vapors, reducing the chances of vapor buildup and ignition. - Segregation: Separate incompatible chemicals by maintaining a minimum distance between them or using chemical resistant barriers to reduce the chance of accidental mixing and potential chemical reactions. - Spill control measures: Install spill containment devices such as trays or bunds to contain any leaks or spills, preventing the spread of flammable liquids into other areas. - Fire extinguishers: Strategically place suitable fire extinguishers around the storage area, ensuring they are regularly inspected and maintained for quick response in case of fire. - No Smoking policy: Implement a strict no-smoking policy within the storage area as well as at a safe distance from it to reduce the risk of ignition sources. - Emergency exits: Keep emergency exits clear and easily accessible, with clear signage guiding workers to them in case of a fire or chemical incident. - Staff training: Provide regular training to relevant staff members on safety protocols, proper handling, and storage procedures for flammable liquids, and emergency response. - Labels and hazard communication: Clearly label all containers with the appropriate identification and hazard warnings, including international pictograms, so employees are aware of the contents and associated hazards. 	2M	

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			<ul style="list-style-type: none"> - Regular inspections: Conduct regular inspections of the storage area to ensure compliance with safety standards, identifying any issues or potential incidents before they escalate. - Periodic safety audits: Undertake periodic safety audits and reviews, both internally and with external health and safety consultants, to ensure the ongoing implementation of effective safety measures in managing risks associated with the storage of flammable liquids. 		
5. Equipment inspection	Leaks, Damaged equipment	2M	<ul style="list-style-type: none"> - Conduct a thorough visual inspection of all equipment, including storage containers, hoses, and valves, to check for any visible signs of damage or wear that could lead to leaks or malfunction. - Ensure that all equipment used for the handling and storage of flammable liquids is appropriately rated and certified for its intended purpose, in accordance with relevant Australian regulations and industry standards. - Implement a regular maintenance schedule for all equipment involved in the handling and storage of flammable liquids, including routine cleaning, servicing, and replacement of worn or damaged parts. - Provide adequate training and resources to all workers who handle and manage flammable liquids, ensuring they are aware of how to safely inspect equipment and identify potential hazards. - Establish clear guidelines and procedures for workers to follow if they notice any issues with the equipment, such as leaks or damage, to ensure the prompt reporting and rectification of any problems. - Store all flammable liquids in appropriate containers with proper labeling, ensuring that containers are well maintained and inspected regularly for signs of corrosion, leaks, or other damage. - Fit all hoses, nozzles, and fittings with the correct type of gasket or sealing material to prevent leaks during the transfer or dispensing process. - Equip all storage and dispensing locations with appropriate fire extinguishers and spill containment kits, ensuring these resources are easily accessible and in good working order. - Schedule regular audits and inspections by qualified professionals to assess the overall safety and operational efficiency of the equipment and facilities associated with flammable liquids handling. - Develop and maintain an up-to-date Safety Data Sheet (SDS) library to provide information on the hazards, storage, and management requirements of specific flammable liquids used within the workplace, ensuring all workers have access to this information for proper equipment inspection and risk mitigation. 	1L	
6. Personal protective equipment (PPE) usage	Inadequate PPE, PPE malfunction	3H		1L	

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			<ul style="list-style-type: none"> - Conduct a thorough risk assessment before starting work to identify the appropriate PPE required, considering the specific hazards associated with flammable liquids and the task being performed. - Provide comprehensive PPE training for employees, which should include proper usage, maintenance, inspection, and storage, as well as instructions on when and how to change or replace PPE. - Ensure that all employees are wearing PPE correctly and consistently throughout the duration of their tasks, emphasising the importance of PPE as the last line of defence against hazards. - Prioritise the use of high-quality PPE that is reliable, durable, properly fitting, and has been tested and certified by accredited organizations or regulatory authorities. - Inspect PPE regularly to verify its integrity, functionality, and cleanliness, and replace or repair any damaged, malfunctioning, or worn-out items immediately. - Establish an inventory management system for PPE supplies, allowing for easy tracking of expiry dates, as well as timely restocking or replacement when necessary. - Implement a regular maintenance programme for reusable PPE, following manufacturer guidelines and clearly outlining the cleaning procedures and frequency. - Conduct toolbox talks and safety meetings to remind employees of the importance of PPE compliance and reporting any potential malfunctions or damage. - Set up clear signage and labels in work areas to remind employees of the specific PPE requirements for each task, ensuring that they understand the risks and relevant precautions. - Foster a safety culture within the workplace by encouraging employees to speak up if they observe non-compliant behaviour or detect issues with PPE. - Enforce strict disciplinary measures for repeat violations of PPE policies, providing additional training or mentoring where needed to eliminate persistent non-compliance. - Track incidents of PPE-related issues or injuries, analysing the data to identify patterns, trends, and areas for improvement in both product selection and employee compliance. - Continuously review and update PPE policies and procedures based on changes in industry best practices, technological advancements, or new regulatory guidelines, ensuring that they remain effective and relevant to the evolving nature of workplace hazards. 		
7. Emergency response training	Untrained personnel, Poor communication	3H	<ul style="list-style-type: none"> - Ongoing training: Ensure all personnel receive regular emergency response training on handling flammable liquids and the use of fire extinguishers. 	2M	

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			<ul style="list-style-type: none"> - Reliable communication tools: Use reliable communication devices such as two-way radios and mobile phones to maintain clear communication between workers and supervisors during emergencies. - Clear work procedures: Develop well-defined work procedures with detailed instructions on the handling, storage, and transportation of flammable liquids to minimise risks associated with untrained personnel. - Periodic drills: Conduct periodic emergency response drills to simulate real-life scenarios that involve flammable liquid incidents, ensuring that everyone on-site is familiar with their roles and responsibilities. - Regular competency checks: Assess employees' familiarity with emergency procedures regularly to ensure they remain competent in managing risks associated with flammable liquids. - Emergency action plan: Implement a site-specific emergency action plan that details the steps to be taken in the event of an incident involving flammable liquids. - Incident reporting: Train personnel on how to report incidents related to flammable liquids promptly, so correct action can be taken to address the hazard. - Extinguisher training: Train all staff members on how to correctly operate the various types of fire extinguishers available on site, specifically those designed to combat flammable liquid fires. - First aid training: Provide first aid training to workers to ensure they are equipped to respond to minor injuries from flammable liquid accidents promptly. - Emergency contact list: Maintain an up-to-date emergency contact list for all personnel to establish lines of communication during an incident involving flammable liquids. - Site evacuation procedures: Develop and communicate a clear site evacuation procedure in case of a large-scale incident involving flammable liquids. - Hazardous material training: Provide specific training on how to handle hazardous substances, specifically flammable liquids, to reduce the risk of improper handling and resulting emergencies. - Safety signage and labeling: Correctly label and display all safety signs related to flammable liquids, ensuring employees recognise the hazards associated with these materials and know how to respond should an emergency arise. 		
8. Waste management	Chemical contamination, Environmental damage	3H	<ul style="list-style-type: none"> - Proper storage: Ensure all flammable waste is stored in suitable, clearly labelled containers with secure lids, designed to prevent leaks and spills. - Segregation of wastes: Keep flammable waste separate from other waste materials, especially those that may react with it or cause a fire if mixed. - Ventilation: Maintain adequate ventilation in areas where flammable waste is being handled or stored to minimise the risk of fumes building up and causing harm. 	1L	

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			<ul style="list-style-type: none"> - Personal protective equipment (PPE): Workers handling flammable waste should wear appropriate PPE, such as gloves, goggles, and chemical-resistant clothing, to protect against potential exposure to hazardous substances. - Training: Provide specialised training for all workers in the handling, storage, and disposal of flammable waste materials, ensuring they understand the hazards involved and how to correctly implement control measures. - Spill response plan: Develop a comprehensive spill response plan and make sure all workers are familiar with its contents. This should include procedures for containment, cleanup, and disposal of spilled materials. - Regular waste collection: Schedule regular collection and removal of flammable waste to minimise the volume being stored on-site and reduce the associated risks. - Waste disposal: Partner with licensed waste disposal contractors who have expertise in dealing with flammable waste materials, ensuring they dispose of the waste according to local regulations and environmental best practices. - Emergency response equipment: Keep fire extinguishers, spill kits, and other emergency response equipment nearby and regularly check that they are in good working order. - Inspections and maintenance: Conduct routine inspections of waste storage areas and containers to identify any signs of wear or damage that could lead to leaks or spills. - Environmental controls: Implement measures to minimise the risk of contamination reaching waterways or soil, such as secondary containment systems and sediment control devices. - Incident reporting: Encourage employees to report any incidents involving flammable waste, such as spills or leaks, and ensure that appropriate corrective actions are taken to prevent reoccurrence. 		
9. Fire safety	Ignition sources, Inadequate fire suppression systems	4A	<ul style="list-style-type: none"> - Implement a thorough inspection and maintenance of all electrical equipment to minimise the risk of an electrical fault, which may serve as an ignition source for flammable liquids. - Ensure proper handling, storage, and transportation of flammable liquids according to their Material Safety Data Sheets (MSDS) to avoid accidental spills or leaks. - Develop strict rules prohibiting the use of open flames or spark-producing tools near areas where flammable liquids are being handled or stored. - Maintain sufficient clearances between flammable materials and ignition sources, ensuring regular checks are in place to verify distances are adhered to. - Conduct regular fire safety training for employees, including the appropriate use of fire extinguishers and emergency response protocols in case of a fire involving flammable liquids. 	2M	

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			<ul style="list-style-type: none"> - Install properly designed and maintained fire suppression systems such as sprinklers, gaseous fire protection systems, and foam or powder extinguishing systems that are suitable for fighting fires involving flammable liquids. - Ensure adequate ventilation within the worksite to prevent the buildup and accumulation of flammable vapors that may pose a risk of ignition or explosion. - Implement a hot work permit system for any activities requiring heat or sparks, such as welding or cutting operations, to ensure necessary controls are in place when working with or around flammable liquids. - Establish and maintain accessible fire exits and evacuation routes, along with clearly marked signage, for quick and safe egress during emergencies involving flammable liquid fires. - Conduct regular site inspections and audits to identify potential fire safety hazards, non-compliance issues or inefficiencies in existing control measures, ensuring corrective actions are taken promptly. 		
10. Maintenance	Improper equipment repair, Uncontrolled release	2M	<ul style="list-style-type: none"> - Regularly inspect and maintain all equipment involved in handling flammable liquids to ensure they are in good working condition. This includes checking for signs of wear, corrosion, or leaks. - Establish a preventative maintenance schedule for all relevant equipment as per manufacturers' guidelines to minimise the likelihood of equipment failures that may lead to accidents. - Ensure that only trained and authorised personnel perform maintenance tasks on equipment used for handling flammable liquids, adhering strictly to safety protocols. - Disconnect or isolate flammable liquid storage and delivery systems before carrying out maintenance tasks to eliminate the possibility of uncontrolled release during servicing. - Use non-sparking tools when conducting repairs or maintenance tasks near flammable liquids to reduce the risk of ignition. - Always follow the proper procedures for draining or depressurizing equipment before performing any maintenance work, ensuring that no residual flammable liquid remains within the components. - Wear appropriate personal protective equipment (PPE), including flame-resistant clothing, eye protection, and gloves while handling flammable liquids during maintenance tasks. - Utilise spill containment measures like drip trays, absorbent materials, and barriers to minimise the risk of an uncontrolled release during maintenance operations. - Cordon off the maintenance area using barricades or safety cones and display signage indicating the presence of flammable liquids to alert bystanders of potential hazards. 	1L	

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			<ul style="list-style-type: none"> - Ventilate the maintenance area sufficiently to disperse any flammable vapors that may accumulate during the process. - Conduct regular training sessions and drills for employees involved in maintaining flammable liquid systems to ensure they are well-versed in safe handling techniques and emergency preparedness. - Implement an incident reporting system to track and analyse equipment malfunctions or accidents involving flammable liquids during maintenance. Use this data to improve safety measures and practices continually. - Store flammable liquids and their containers away from maintenance areas to prevent accidental spills, ignition sources, or damage. - Review and update the workplace's flammable liquid safety plan, including the Safe Work Method Statement (SWMS), regularly to ensure it remains relevant and effective in managing the hazards associated with maintenance tasks. 		
11. Decommissioning	Exposure to hazardous materials, Release of flammable vapors	3H	<ul style="list-style-type: none"> - Properly demarcate the decommissioning area with barriers and signage to restrict unauthorised access and ensure workers are aware of the hazards involved. - Conduct training and provide written instructions for staff on safe procedures related to dealing with flammable liquids and hazardous materials during decommissioning processes. - Equip workers with appropriate personal protective equipment (PPE) such as chemical-resistant gloves, eye protection, and respiratory devices suitable for the types of hazardous materials they may encounter. - Maintain proper ventilation facilities within the work environment to prevent accumulation of flammable vapors and ensure regular monitoring of vapor concentrations to reduce the risks associated with their release. - Regularly inspect and maintain equipment used for decommissioning to ensure it is operating in a safe and efficient manner while minimising the risk of leaks or accidental exposures to hazardous materials. - Develop and regularly review documented emergency response plans detailing the necessary procedures, equipment, and trained personnel to effectively deal with any incidents involving flammable liquids or hazardous materials during the decommissioning process. - Safely store and dispose of all waste materials generated from the decommissioning process according to relevant regulatory requirements, including proper labeling and containment measures for hazardous substances. - Ensure appropriate fire prevention and suppression systems are in place and operational throughout the decommissioning process, regularly check and maintain these systems, and offer firefighter-friendly training to the site's workforce. 	2M	

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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
			<ul style="list-style-type: none"> - Conduct regular risk assessments of the decommissioning work area to identify any changes in hazards, including any potential for exposure to hazardous materials or the release of flammable vapors, and adjust control measures accordingly. - Communicate closely with other teams involved in the decommissioning process, to ensure a clear understanding of roles, responsibilities, and potential hazards, and to facilitate the sharing of best practices for managing these risks. - Monitor and enforce strict adherence to all applicable regulatory requirements and industry standards for working with flammable liquids and hazardous materials during decommissioning, ensuring compliance through regular audits, training refreshers, and ongoing supervision of work activities. 		
12. Documentation and reporting	Incomplete records, Miscommunication	2M	<ul style="list-style-type: none"> - Develop and implement standardised documentation processes to ensure consistency in collecting, storing, and reporting of records related to flammable liquids. - Maintain accurate and up-to-date Material Safety Data Sheets (MSDS) for all flammable liquids used in the workplace. - Train employees on the proper procedures for documenting incidents involving flammable liquids, including: spillages, disposals, storage, and usage. - Ensure appropriate personnel are informed of any regulatory or legislative changes regarding flammable liquids through timely communication channels, such as staff meetings, memos or emails. - Implement a secure electronic filing system for all relevant documents, allowing for easy access by authorised individuals, while minimising risks of unauthorised access or tampering. - Establish a regular schedule for internal audits to monitor compliance with workplace health and safety policies and procedures within the specific area of handling and managing flammable liquids. - Encourage open communication among employees and supervisors to address concerns, clarify expectations, and share best practices when it comes to handling flammable liquids. - Establish an incident reporting system that is accessible to all employees, allowing for anonymous reports if desired, ensuring that incidents or near-misses can be identified and addressed promptly. - Provide clear guidelines and templates for written documentation, such as incident reports or inspection checklists, related to flammable liquids management. - Regularly review documentation and reporting processes to identify improvements, address changing regulations, and ensure the continued effectiveness of existing control measures. 	1L	

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
			<ul style="list-style-type: none"> - Utilise appropriate signage and labeling to clearly mark areas where flammable liquids are stored or used, aiding in effective communication and adherence to safe work practices. - Conduct toolbox talks and refresher training sessions to remind employees about the importance of thorough documentation and accurate record-keeping when handling flammable liquids. - Include provisions for business continuity planning, including scenarios that involve incidents with flammable liquids, to help minimise downtime and optimise response times during emergencies. - Engage third-party experts or auditors as needed, to evaluate the effectiveness of existing control measures and provide guidance for best practices in documentation and reporting related to flammable liquids management. 		

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

<p>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</p>	<p>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</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - 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
<p>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</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

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	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	