Fuel Storage And Handling | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Fuel Storage And Handling

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.

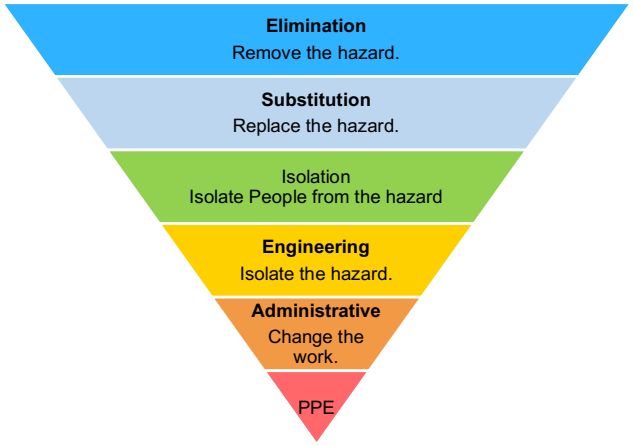
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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	Unsecured equipment, Inadequate work area	2M	- Secure all equipment by following manufacturer guidelines and using appropriate securing methods, such as straps, chains, or locks, to prevent movement or displacement during operation or storage. - Regularly assess the work area for any obstructions, potential hazards, and its overall suitability for fuel storage and handling tasks to maintain an efficient and safe workspace. - Establish a designated storage area for fuel containers that is well-ventilated, free from ignition sources, and complies with relevant safety regulations and industry standards. - Implement clear and visible signage in the work area to alert workers and visitors about potential hazards and necessary precautions related to fuel storage and handling. - Develop and enforce strict protocols for handling, transporting, and disposing of fuel and related materials to miniimise risks associated with spills, leaks, and environmental contamination. - Ensure all staff members are adequately trained in proper fuel storage and handling procedures, as well as the use and maintenance of necessary equipment to avoid workplace accidents. - Plan work sequences in advance to miniimise clutter within the work area and ensure adequate space for both the operations and safe movement of personnel. - Keep an up-to-date inventory of fuel storage on site to manage the amount and type of fuel stored and to maintain compliance with local regulations and industry best practices. - Regularly inspect and maintain all tools, equipment, and personal protective equipment (PPE) used in fuel-related operations to mitigate risks related to unsecured or malfunctioning gear. - Prioritise communication and teamwork between staff members when performing fuel storage and handling tasks, ensuring that everyone is aware of their assigned tasks and potential hazards. - Establish emergency response procedures, including evacuation routes and assembly points, to prepare all personnel for swift action in case of accidents or emergencies dealing with fuel and hazardous materials. - Encourage a culture of reporting any incidents or near misses related to fuel storage and handling procedures so that lessons can be learned from past experiences, and necessary improvements can be implemented to promote overall workplace health and safety.	1L	
2. Storage Site Selection	Unstable ground, Flammable materials nearby	3H	- Conduct a thorough site inspection to assess the ground stability before setting up fuel storage, ensuring the location has adequate support to handle the weight and volume of stored fuels.	2M	

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
			- Design, install and maintain a well-ventilated storage area to miniimise the buildup of flammable vapors near sources of ignition. - Establish a minimum safe distance for any flammable materials, equipment, and structures surrounding the fuel storage site to prevent their contact or exposure. - Install appropriate fire-resistant barriers or partitions between flammable materials and the designated fuel storage area as a precautionary measure against possible fires. - Maintain a clean and organised storage area by routinely removing waste materials and debris that may increase the risk of fire or create unstable conditions around the fuel storage site. - Ensure the effective drainage of water within the storage site to reduce the risk of fuel spills contaminating the environment and causing additional hazards. - Train workers on proper handling and storage techniques, including the use of personal protective equipment (PPE), to miniimise risks related to fuel storage. - Regularly inspect and monitor the fuel storage area for potential leaks or other signs of contamination, implementing emergency spill containment measures as necessary to safeguard against environmental damage. - Develop and enforce standard operating procedures (SOPs) for fuel storage, addressing safe fuel handling, transfer, and disposal in accordance with applicable regulations and guidelines. - Prepare an emergency response plan outlining appropriate actions in case of a fuel leak, spill, or explosion, and regularly conduct drills to familiarise team members with these protocols. - Display clear and visible signage within the fuel storage site, notifying workers of hazards and cautioning them to adhere to proper safety protocols while handling and storing fuel.		
3. Container Inspection	Corrosion, Damaged seals	3H	- Regular visual inspection: Conduct routine visual inspections of fuel containers at specific intervals to identify signs of corrosion or damage to seals, with increased frequency during periods of harsh weather conditions. - Proper container selection: Select appropriate and approved fuel storage containers to avoid any possible chemical reactions that could lead to corrosion or seal damage over time. - Adequate cleaning and maintenance: Schedule regular cleaning and maintenance activities to ensure the integrity and cleanliness of the fuel containers and to identify potential issues early on before they exacerbate. - Protective coatings: Apply protective coatings on the exterior of fuel containers to protect against potential corrosion or damage from outside factors. - Inspection records: Keep thorough records of inspection findings to monitor any trends in container deterioration and help inform future preventive actions.	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
			- Employee training: Train employees in proper fuel storage and handling practices, emphasising the importance of container inspections and hazard reporting. - Chemical compatibility checks: Ensure fuel being stored is compatible with the container material to miniimise the risk of chemical corrosion. - Seal replacement: Replace damaged seals and gaskets immediately upon discovery to prevent fuel leakage. - Isolation of damaged containers: Immediately isolate any containers with corrosion or damaged seals from the rest of the fuel storage area to prevent contamination. - Proper disposal: Dispose of corroded or damaged fuel containers following regulatory requirements and industry best practices, ensuring they do not cause further environmental or safety hazards. - Hazardous chemicals signage: Post clear signage near fuel storage areas identifying risks of corrosion and other hazards associated with fuel storage to raise employee awareness and encourage proper handling procedures. - Emergency response plan: Develop and communicate a clear emergency response plan for employees in the case of fuel leakage or container failure that outlines proper steps to control and contain the situation.		
4. Correct Signage	Missing placards, Incorrect signs	2M	- Ensure that all storage areas have clearly visible and well-maintained placards displaying the relevant hazard class, chemical name, and safety symbols in accordance with applicable regulations. - Regularly inspect signage and placard installations to make sure they are securely attached and free from damage, fading or wear that may diminish their visibility or effectiveness. - Conduct a thorough assessment of the worksite to identify any inconsistencies or discrepancies in existing signage, and then update those signs as required to maintain compliance with current standards. - Provide training for workers on the proper methods of identifying and interpreting various signs and placards, as well as the appropriate actions to take when encountering them. - Establish clear procedures for reporting and addressing missing or incorrect signage, ensuring that any issues are promptly rectified to miniimise associated risks. - For fuel storage areas located near roadways or public access areas, install signage that clearly communicates the potential hazards, restrictions on public access, and emergency contact information. - Utilise colour-coding systems as part of your signage strategy to ensure consistency across similar hazards, which can help miniimise confusion among workers.	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
			- Position signs in strategic locations where they are highly visible, easily accessible, and protected from possible obstruction or damage by equipment, vehicles, or other worksite activities. - Implement regular audits or inspections of signage to confirm that all requirements are being met, and necessary communication tools are in place for controlled substances like fuel. - Use standardised templates and processes when creating new signage or updating existing signs to make certain that all required information is accurate, up-to-date, and compliant with all applicable regulations. - Install supplementary signage, such as directional arrows or distance markers, to improve overall workplace navigation, facilitate faster emergency response times, and reduce the likelihood of accidents related to fuel storage and handling. - Encourage open communication within the workplace regarding signage concerns or ideas, allowing workers to share any potential risks, observations, or suggestions that may improve safety measures. - Continuously review and update workplace signage policies and procedures in line with emerging best practices, industry standards, and regulatory changes to ensure the ongoing safety of fuel storage and handling operations.		
5. Stability Assessment	Uneven terrain, Ground movement	3H	- Ensure proper surveying and planning prior to fuel storage and handling activities, considering factors such as ground slopes, depressions, and potentially unstable surfaces. - Implement regular site inspections to assess the stability of the terrain, with emphasis on areas designated for fuel storage and handling. - Develop and enforce strict guidelines for selecting storage locations that offer the maximum assurance of stability during all stages of the project. - Utilise appropriate engineered solutions, such as geotextiles, gabions, or retaining walls, to enhance ground support and prevent potential movement or instability. - Schedule fuel handling activities during stable weather conditions, avoiding operations in heavy rain or high winds that can compromise the integrity of storage areas. - Provide ongoing training for all personnel involved in the storage and handling of fuel to ensure they are aware of safe practices and protocols for working in areas with potential stability concerns. - Install clear signage near designated storage areas, warning individuals of the risks associated with uneven terrain and potential ground movement. - Utilise reinforcement techniques, such as compacting soil, gravel, or sand, to create a solid foundation and reduce the risk of ground movement beneath fuel storage areas.	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
			- Develop an emergency response plan specifically tailored to address incidents related to ground movement and instability, including evacuation and containment protocols for affected personnel and equipment. - Monitor surrounding land and terrain for any signs of deterioration or erosion that could lead to potential ground movement, reporting findings to the responsible party to ensure prompt action is taken to mitigate risks. - Engage qualified geotechnical consultants to periodically assess the ground conditions and provide expert guidance on implementing effective ground stabilization measures to miniimise the hazards associated with uneven terrain and ground movement.		
6. Spill Containment	Inadequate spill protection, Unusable absorbent materials	3H	- Implement a spill containment system, such as bunding or secondary containment, to prevent any spilled fuel from spreading. - Store absorbent materials (e.g., spill kits, pads, or granules) in close proximity to the fuel storage area for quick and easy access in case of a spill. - Schedule regular inspection and maintenance of spill containment systems to ensure they are functioning correctly and free from damage or debris. - Provide designated storage areas with appropriate signage for storing fuel, with proper containment measures in place to prevent any spills from reaching drains or watercourses. - Train all personnel involved in handling and storing fuel on the correct spill containment procedures and response protocols. - Ensure that spill response equipment is compatible with the type of fuel being stored and can adequately absorb or neutralise the material. - Instruct team members to report any incidents of spills, leaks, or damaged containment materials immediately so they can be addressed promptly and effectively. - Establish an emergency action plan, specific to the site, detailing the response steps to take in the event of a significant fuel spill, including contacting emergency services if required. - Conduct regular audits of fuel storage conditions and spill protection measures to identify any potential risks, ensuring compliance with workplace health and safety regulations. - Maintain an up-to-date inventory of hazardous materials on-site, including fuels, to inform the necessary spill containment strategies and resources. - Assess the compatibility of stored fuels and nearby materials to miniimise the risk of unwanted reactions or ignition sources in the event of a spill. - Label fuel containers with appropriate hazard signage, as well as correct storage and handling instructions, enabling personnel to follow safe practices.	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
			- Dispose of used absorbent materials following applicable legislative guidelines and environmental regulatory standards for hazardous waste disposal. - Review and update site-specific workplace health and safety policies regularly, emphasising adherence to standard procedures and safe work practices related to fuel storage and handling, ensuring a safe work environment for all personnel.		
7. Fire Prevention	Ignition sources, Inadequate fire suppression	4A	- Regular inspection and maintenance of all electrical equipment and wiring to prevent potential ignition sources from developing. - Proper grounding and bonding of fuel storage tanks, containers, and any associated equipment to eliminate static electricity as a possible ignition source. - Implementation of a strict "no smoking" policy within the fuel storage and handling area, complemented by clear signage to enforce this rule. - Providing adequate fire extinguishers and ensuring they are strategically placed, easily accessible, and in proper working condition for immediate use in the event of a fire. - Installing fire-resistant barriers and isolating flammable materials from hazardous work areas to miniimise fire risks. - Establishing designated zones for hot works, such as welding or cutting operations, away from the fuel storage and handling area. - Ensuring that all employees involved in fuel storage and handling have received appropriate training in fire prevention and emergency response procedures. - Developing and implementing an effective emergency response plan that clearly outlines roles and responsibilities during a fire event to ensure quick response and minimal casualties. - Regularly cleaning and maintaining the fuel storage and handling area to keep it free from combustible debris that could pose a fire hazard. - Ensuring that fuel spillages are promptly cleaned up using proper cleanup techniques and materials to prevent any potential fire hazards. - Storing flammable liquids in approved safety containers with self-closing lids, flame arresters, and pressure-relief devices to mitigate fire risks. - Implementing proper ventilation within the fuel storage and handling area to effectively disperse potentially explosive vapors or gases. - Periodically conducting risk assessments to identify and address any new or emerging fire hazards that may arise due to changes in work processes or advancements in technology. - Implementing a system where unsafe acts and conditions can be reported without fear of reprisal, fostering an overall culture focused on fire prevention and improving workplace safety.	2M	

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
8. Ventilation Assessment	Poor airflow, Presence of fumes	3H	- Conduct a thorough risk assessment before any fuel storage and handling work commences to identify potential hazards associated with poor airflow and the presence of fumes. - Ensure proper training for all personnel involved in fuel storage and handling. This includes understanding the importance of ventilation, recognizing hazards, and implementing appropriate control measures. - Install and maintain appropriate venting systems and exhaust fans to provide suitable airflow, reduce fume concentrations, and prevent the buildup of flammable gases in enclosed spaces. - Regularly inspect and service ventilation equipment, including filters, ducts, and fans, according to the manufacturer's recommendations to ensure optimal performance. - Incorporate natural ventilation methods, such as open doors and windows, when possible, to increase air circulation. However, this should not be relied upon solely and must be supported by mechanical ventilation systems. - Ensure that storage containers and fuel tanks are properly sealed to miniimise the release of fumes into the working environment. - Implement a routine inspection schedule to monitor fuel storage areas for any signs of leaks or spills that could contribute to poor air quality. - Provide personal protective equipment (PPE) such as respirators and gloves to workers who may be at risk of exposure to hazardous fumes during fuel storage and handling tasks. - Establish and enforce safety protocols for the safe handling of fuel products, including the prohibition of smoking, naked flames, or spark-producing activities near stored fuel or areas where fuel is being handled. - Develop an emergency response plan outlining the steps to take in case of accidental fuel spillage or fire, including evacuation procedures, spill containment, and firefighting measures. - Promote open communication among team members to report any concerns or incidents related to ventilation issues or fume exposure promptly. - Conduct periodic audits and reviews of current ventilation systems and control measures to assess their effectiveness and implement recommended improvements as needed to miniimise the risks associated with poor airflow and fume exposure.	1L	
9. Personal Protective Equipment	Incorrect size, Insufficient quantity	2M	- Ensure all employees undergo thorough PPE training, including proper sizing, usage, and maintenance of equipment. - Conduct regular checks to verify the availability and organisation of necessary PPE in storage areas.	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
			- Develop a clear policy outlining requirements for personal protective equipment in the workplace, including appropriate sizing and adequate quantities. - Perform frequent audits of PPE inventory to ensure that sufficient quantity is available for all workers. - Implement a mandatory sign-in and sign-out system for PPE, allowing for better tracking of equipment usage and identifying any unmet needs or issues related to insufficient quantities. - Collaborate with PPE suppliers to ensure timely reordering and replenishment of equipment when necessary, preventing stock shortages. - Encourage employees to report any concerns related to ill-fitting or insufficient PPE through open communication channels, keeping management informed of any potential issues. - Provide workers with access to a variety of sizes and types of PPE to account for individual preferences and comfort levels, helping reduce incidents resulting from incorrect sizing. - Offer ongoing training opportunities for employees to stay informed about best practices in PPE use, addressing concerns regarding improper sizing and inadequate equipment stock. - Establish a routine inspection schedule to monitor the maintenance, cleanliness, and overall condition of stored PPE, ensuring efficiency and functionality. - Clearly display signage throughout the workplace as a visual reminder of PPE requirements, helping to reinforce expectations and encourage compliance among employees. - Assign a designated safety officer to oversee the management and distribution of PPE, ensuring appropriate equipment is provided to workers when needed. - Foster a safety-oriented culture by conducting regular safety meetings and toolbox talks concerning PPE usage, emphasising the importance of proper sizing and maintaining an adequate supply. - Periodically review and update PPE policies and procedures, adapting to changing industry standards, advancements in protective technology, and feedback from employees.		
10. Safe Handling Procedures	Inappropriate tools, Incorrect fueling method	3H	- Provide proper training to workers on the safe handling and storage of fuel, ensuring they understand potential hazards and appropriate safety measures. - Ensure that only suitable, well-maintained tools and equipment are used for fuel handling operations, preventing any risk of sparks or damage to storage containers. - Implement regular inspections of tools and equipment to guarantee their safe and proper functioning, replacing any damaged items promptly.	2M	

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
			- Clearly mark fuel storage areas with appropriate warning signs and labels, informing workers of potential hazards and correct handling procedures. - Enforce a strict no-smoking policy in and around fuel storage and handling areas, minimising the risk of ignition. - Require workers to wear appropriate personal protective equipment (PPE), such as gloves and goggles, while handling fuel to prevent exposure to harmful chemicals and prevent injuries. - Establish designated fueling areas separated from other work zones, reducing the chances of accidental contact with incompatible substances or ignition sources. - Develop and follow proper fueling procedures, such as using grounded fuel dispensers and ensuring all caps and seals are replaced securely after use to miniimise spillage risks. - Implement an emergency response plan, including immediate containment measures and notification of relevant authorities, should a fuel spill occur, minimising environmental impacts and health risks. - Encourage workers to regularly report any observed hazards, unsafe practices, or near misses related to fuel handling and storage, fostering a proactive safety culture. - Store fuel in appropriate containers (e.g., approved cans with flame arresters) designed to limit the risk of spills or leaks and maintain proper ventilation in fuel storage areas to reduce the risk of explosive vapors. - Require workers to immediately clean up any spilled fuel using absorbent materials and dispose of them following established disposal guidelines to prevent environmental contamination. - Periodically review and update your Safe Work Method Statement (SWMS) and control measures to ensure ongoing compliance with current regulations and best practices, as well as incorporating learnings from incidents or near misses, to continuously improve fuel storage and handling safety.		
11. Emergency Response Plan	No plan in place, Untrained staff	4A	- Develop and implement a comprehensive Emergency Response Plan (ERP) specific to fuel storage and handling, outlining clear procedures for various emergency scenarios such as spills, fires, or leaks. - Ensure all employees receive appropriate training on the ERP, including roles, responsibilities, and actions to be taken during emergencies related to fuel storage and handling. - Conduct regular refresher courses and drill exercises for staff members to reinforce their understanding of the ERP and maintain their competence in executing the plan. - Designate trained personnel as emergency coordinators who will take charge during an emergency situation and ensure smooth implementation of the ERP.	2M	

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
			- Establish clear lines of communication for reporting emergencies, such as dedicated phone numbers, radios, or alarm systems, ensuring that all employees are aware of these channels. - Provide readily accessible and well-maintained emergency equipment and Personal Protective Equipment (PPE), such as fire extinguishers, spill kits, eyewash stations, and first aid supplies, at strategic locations throughout the facility. - Regularly inspect and maintain emergency equipment and PPE to ensure they are in proper working condition and replace any items that have expired or become damaged. - Collaborate with local emergency services, such as fire departments or hazardous materials teams, to share information about the specific hazards at your facility and coordinate joint response efforts in case of emergencies. - Display clearly visible signage and markings throughout the facility, indicating emergency exits, assembly points, and locations of emergency equipment, ensuring that employees and visitors can quickly navigate to safety during an emergency. - Periodically review and update the ERP based on changes in facility layout, processes, or regulations, as well as lessons learned from actual incidents or drill exercises, promoting continuous improvement in emergency preparedness. - Encourage open communication within the workplace, fostering a culture where employees feel empowered to report potential hazards or voice concerns regarding fuel storage and handling, contributing to a proactive approach in preventing emergency situations.		
12. Cleanup and Disposal	Incorrect disposal methods, Unsafe handling of hazardous waste	3H	- Provide proper training to all workers involved in cleanup and disposal processes regarding safe handling and correct methods of disposing hazardous waste, including fuel storage and handling. - Store flammable liquids and fuels in approved containers that are clearly labelled with the substance name and necessary precautionary information. - Utilise designated spill kits when dealing with spills, leaks or other emergency situations. Ensure these kits are inspected regularly and replenished as needed. - Identify suitable waste collection points for the disposal of hazardous waste materials to prevent contamination of the surrounding area. - Utilise personal protective equipment (PPE) during the cleanup process, such as gloves, safety goggles, and appropriate footwear, to miniimise the risk of exposure to hazardous substances. - Regularly inspect and maintain equipment used for handling and transporting hazardous waste to ensure they function properly. - Implement a clear reporting procedure for any incidents related to hazardous waste or fuel storage to immediately address them and take corrective actions.	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
			- Ensure that only authorised and trained personnel perform the cleanup and disposal tasks to reduce potential risks and errors. - Establish a routine audit and inspection schedule to continually monitor and identify potential hazards related to fuel storage and handling facilities, practices, and equipment. - Dispose of hazardous waste according to local regulations and guidelines to miniimise environmental impact and prevent harm to human health. - Promote good housekeeping practices in work areas, ensuring the immediate cleaning of spills or leaks to prevent buildup and further complications. - Clearly communicate information on safe work procedures and emergency response plans related to hazardous waste management and fuel storage/handling to all employees. - Secure containers and drums storing hazardous waste during transportation to prevent spillage or leakage. - Conduct regular drills and simulations to test the effectiveness of emergency response plans and overall preparedness for handling cleanup and disposal tasks involving hazardous waste or fuel storage.		

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**	