Fuel Transport and On-Site Refuelling | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Fuel Transport and On-Site Refuelling

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

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

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

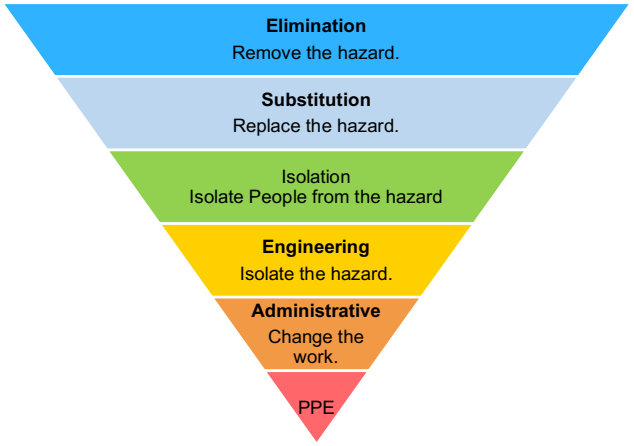
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

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

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips, trips and falls, incorrect storage of fuel	2M	- Conduct comprehensive risk assessments to identify potential risks, including slips, trips, and falls hazards in the preparation area. - Clearly demarcate designated pathways, keeping them free from any objects or obstructions that could cause accidents during transport or refuelling activities. - Ensure appropriate signage is displayed throughout the worksite, highlighting store locations for fuel, potential hazards, and guidelines for safe operations. - Implement a regular maintenance routine for checking the condition of storage facilities to prevent leakage or spillage of fuel. - Provide adequate personal protective equipment (PPE) such as non-slip footwear and gloves for workers involved in the fuel handling process. - Train employees on proper handling techniques for fuel and the importance of correct storage methods, following relevant Australian standards and workplace health and safety regulations. - Establish an effective incident reporting system, encouraging workers to report any safety issues immediately so that corrective actions can be taken accordingly. - Develop and implement a proper housekeeping plan that maintains a clean and organised work environment, addressing potential hazards like spills, debris, and clutter. - Create an emergency response plan for situations involving fuel spills, fires, accidents, or other emergencies, ensuring workers are trained on necessary procedures and evacuation routes. - Collaborate closely with site management and supervisors to review and continuously improve safety measures, conducting regular audits and inspections to ensure the highest level of workplace health and safety is maintained.	1L	
2. Fuel Transport	Vehicle accidents, fuel spills	3H	- Ensuring proper vehicle maintenance checks are conducted regularly, including brakes, tyres, and other essential components, to minimise the risk of vehicle accidents. - Providing relevant driver training, ensuring drivers are familiar with defensive driving techniques, emergency procedures, and route planning to avoid potential hazards and reduce the likelihood of accidents. - Establishing incident response plans in case of breakdowns or fuel spills, including on-site spill containment kits, readily accessible emergency contacts, and evacuation procedures. - Equipping all vehicles with safety equipment such as fire extinguishers, first aid kits, and hazard warning lights to ensure appropriate actions can be taken in case of an accident or emergency situation.	2M	

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			- Complying with speed limits, local road rules, and Australian regulations surrounding the transport of hazardous materials to ensure safe driving and minimising potential risks. - Double-checking the securement of fuel tanks and containers in vehicles before departure, preventing any spillage or leakage during transportation. - Implementing safe loading and unloading procedures at pickup and delivery sites, minimising the potential for fuel spills or accidents during these processes. - Regularly inspecting and maintaining all fuel transport equipment, including hoses, pumps, and storage tanks, ensuring they are in good working condition to prevent possible leaks or spills. - Installing spill containment devices in loading zones and providing ample signage to communicate the presence of fuel transport activities and associated hazards. - Conducting regular risk assessments and holding safety briefings with all team members to identify and address any new or changing hazards related to fuel transport. - Developing emergency response plans and ensuring all staff receive appropriate training in how to handle various potential incidents, such as fuel spills or vehicle accidents. - Ensuring employees wear appropriate personal protective equipment (PPE) while handling fuel, including gloves, safety glasses, and high-visibility vests, minimising exposure to hazardous substances and increasing visibility on the worksite. - Monitoring weather conditions, particularly during periods of extreme heat or heavy rain, and adjusting transport schedules, routes, or processes as necessary to minimise risks and ensure safety during fuel transportation.		
3. Loading & Unloading	Manual handling injuries, dropped objects	2M	- Conduct a thorough risk assessment before commencing the loading and unloading process, taking into consideration the specific hazards presented by the types of fuel being transported. - Implement appropriate manual handling procedures, including providing necessary training to ensure that workers know how to handle fuel containers safely and efficiently. - Use appropriate lifting equipment or devices, such as trolleys or hoists, to assist with heavy loads and minimise the risk of injury from manual handling. - Ensure that proper personal protective equipment (PPE) is worn by workers during the loading and unloading process, such as gloves, safety footwear and high-visibility vests. - Store fuel in approved containers and clearly label them to indicate the contents, hazards, and safe handling requirements. - Ensure secure fastening of fuel containers during transportation to prevent movement or accidental release during transit.	1L	

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			- Use barriers or exclusion zones around the loading and unloading areas to prevent pedestrians or other vehicles from coming into contact with the dangerous goods. - Properly maintain all equipment used during the loading and unloading process to prevent malfunctions or breakdowns that could result in dropped objects or spills. - Implement an effective communication system, including two-way radios if necessary, to ensure smooth coordination between workers during loading and unloading activities. - Utilise spill containment measures, such as trays or bunded pallets, to catch any potential leaks or spills during the loading and unloading process. - In case of a spill, have an emergency response plan in place that includes the availability of appropriate spill response materials and trained personnel. - Regularly review and update Safe Work Method Statements (SWMS) to ensure they remain up-to-date and relevant, taking into account new processes, equipment, or changes to legal requirements. - Encourage a strong safety culture within the workplace, promoting open communication about health and safety concerns and continuously seeking opportunities for improvement in this area.		
4. Storage Area Setup	Fire risks, unauthorized access	3H	- Implement designated storage areas with adequate separation distances from ignition sources, in accordance with Australian Standards (AS1940) and local regulations. - Erect secure perimeter fencing around the storage area to prevent unauthorised access and install clearly visible signage indicating 'Restricted Access - Authorised Personnel Only'. - Ensure that storage tanks and fuel containers are designed and maintained following AS1940 requirements and regularly inspected for leaks, damage, or deterioration. - Develop and implement an effective Fire Safety Management Plan (FSMP) for the storage area, including emergency response procedures, routine inspection schedules, and staff training. - Equip the storage area with appropriate fire-fighting equipment, such as fire extinguishers and fire blankets, and ensure that all personnel are trained in their use and locations. - Schedule regular safety audits and risk assessments to identify potential hazards, review control measures, and ensure continuous improvement in fuel storage safety practices. - Establish a stringent access control system, including key cards, security cameras, or security guards, to monitor entry and exit points and effectively manage staff access to the storage area.	2M	

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			- Implement spill containment measures, such as bunding and drainage systems, to minimise the risk of environmental contamination in the event of spills or leaks. - Maintain updated Material Safety Data Sheets (MSDS) on site at all times, readily accessible to staff and emergency responders. - Implement and enforce a strict no-smoking policy within the storage area and posted safe distances, including prominently displayed No Smoking signs. - Conduct regular staff training sessions on safe handling, storage, and refuelling procedures to reduce the risk of accidents, promote workplace safety and environmental responsibility. - Establish a clear reporting and investigation process for near misses, incidents, and accidents to facilitate learning, preventive actions, and foster a culture of safety across the workplace.		
5. Workplace Inspection	Inadequate safety measures, unidentified hazards	2M	- Conduct regular workplace inspections and risk assessments to identify potential hazards and implement corrective actions, involving employees in the process. - Develop a comprehensive safety plan for fuel transport and on-site refuelling, as well as communication procedures to ensure all workers understand their roles and responsibilities. - Provide adequate training and ongoing refresher courses for employees involved in fuel transport and on-site refuelling operations to keep them up-to-date with safe work practices and relevant regulations. - Enforce strict adherence to Personal Protective Equipment (PPE) usage, including safety goggles, gloves, high-visibility vests, and appropriate footwear, to minimize exposure to hazardous substances. - Implement proper storage and handling procedures for fuel containers and equipment, ensuring they are maintained, cleaned, and inspected regularly to prevent leaks and spills. - Establish emergency response procedures and preparedness plans tailored for incidents related to fuel storage and transportation, including fire, spillage, and leaks. - Monitor and enforce adherence to designated routes and speed limits during fuel transportation to prevent accidents and unnecessary exposure to hazardous areas. - Utilize appropriate signage and barriers to mark hazardous zones and restricted areas during fuel transport and on-site refuelling, minimizing the risk of unauthorized access or accidental contact. - Ensure adequate ventilation is in place during on-site refuelling operations to prevent the accumulation of harmful fumes, and schedule refuelling times to limit the impact on other workers. - Implement an effective maintenance program to routinely inspect and service vehicles, pumps, hoses, and other equipment associated with fuel transport and on-site refuelling.	1L	

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			- Encourage a collaborative safety culture in the workplace by promoting open communication channels between employees and managers, allowing for the prompt reporting of any concerns, near misses, or incidents.		
6. Safety Induction	Poor hazard communication, inadequate training	3H	- Conduct thorough safety inductions for all workers before commencing work, covering site-specific risks and safe work procedures. - Develop and implement a clear communication protocol to ensure that relevant information is shared promptly amongst the team members. - Provide adequate training on fuel transport and on-site refuelling tasks to ensure that each worker understands their role and responsibilities. - Display prominent signage at the worksite outlining the key hazards and control measures associated with fuel transport and on-site refuelling activities. - Create and distribute toolbox talks related to fuel handling and storage processes to encourage open discussion of potential hazards and establish a culture of safety awareness. - Ensure that all workers have access to suitable Personal Protective Equipment (PPE), including gloves, eye protection, and flame-retardant clothing as appropriate. - Implement a system for regularly reviewing and updating risk assessments and Safe Work Method Statements (SWMS) based on observed hazards or near-misses during operation. - Promote a 'stop work' policy, encouraging workers to halt any activity if they identify a hazard or unsafe working condition that was not previously addressed. - Establish routine inspections of equipment and facilities involved in fuel transport and on-site refuelling, ensuring that preventative maintenance is conducted to minimise risks. - Encourage workers to provide feedback on hazards, near-misses, or incidents they've witnessed, and use this information to adjust control measures as necessary. - Organise periodic refresher training for all employees involved in fuel transport and on-site refuelling tasks to maintain skill levels and awareness. - Appoint a dedicated safety officer to oversee operations, enforce compliance with control measures, and provide guidance on safe work practices during fuel transport and on-site refuelling. - Develop an emergency response plan for the worksite, and train all staff on how to initiate and follow through with the plan should an incident occur during fuel transport or on-site refuelling activities.	1L	
7. Fuel Dispensing Equipment	Unintended fuel flow, equipment malfunctions	2M	- Conduct regular inspections and maintenance of fuel dispensing equipment to ensure proper functioning and identify potential malfunctions early.	1L	

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			- Ensure that fuel dispensing nozzles have automatic shut-off mechanisms to prevent unintended fuel flow, spills, and overflows. - Equip all fuel dispensing units with a working emergency stop mechanism that can be easily accessed in case of an emergency or malfunction. - Provide adequate signage, barriers, and safety information at fuel dispensing stations to help workers understand the hazards associated with the task and the safe operating procedures they should follow. - Implement a strict 'no smoking' policy within the vicinity of fuel dispensing areas to reduce the risk of accidental ignition or fires. - Train staff on the correct use and operation of fuel dispensing equipment as well as their roles and responsibilities in regard to handling fuel safely and responding to emergencies. - Routinely check hoses, nozzles, and fittings for any signs of wear, damage, or corrosion to avoid equipment failure and leaks. - Keep spill containment materials readily available at fuel dispensing areas to quickly address any accidental spills that may occur during the refuelling process. - Utilise Personal Protective Equipment (PPE) such as chemical-resistant gloves and safety goggles when handling fuel and operating dispensing equipment to minimise direct exposure to hazardous substances. - Establish clear communication protocols among on-site employees to report any equipment-related issues or incidents promptly for immediate addressing. - Monitor weather conditions and conduct refuelling operations only during safe conditions to reduce the risk of spills due to high winds, rain, or other adverse environmental factors.		
8. Refuelling Process	Human error, spillage	3H	- Implement a comprehensive training and induction programme for staff involved in the refuelling process to minimise human errors. - Ensure all employees are regularly trained and assessed on their understanding of safe refuelling processes, including adherence to site-specific standard operating procedures (SOPs). - Develop clear, concise, and step-by-step instructions for each stage of the refuelling process that are easily accessible on-site, for reference during operations. - Utilise proper personal protective equipment (PPE) during the refuelling process, including safety glasses, chemical-resistant gloves, steel-capped boots, and appropriate overalls or high-visibility clothing. - Designate a suitably equipped and bunded refuelling area away from open drainage systems, where any spillage can be contained and managed promptly.	2M	

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			- Perform a thorough pre-operational inspection of both the fuel source vehicle and refuelling equipment, ensuring no leaks, defective components, or other issues which may contribute to spillages. - Mandate avoidance of overfilling and ensure accurate fuel level measurements by utilising appropriate tools, such as fuel nozzles with auto-shut off mechanisms. - Position spill kits containing absorbent materials and appropriate containment barriers in designated refuelling areas, ensuring they are readily available and easily accessible in case of a fuel spill. - Regularly maintain and inspect refuelling equipment and vehicles, identifying any potential issues and scheduling repairs or replacements as necessary. - Establish a well-communicated emergency response plan which outlines roles and responsibilities of team members, should a spillage or incident occur during the refuelling process. - Strictly enforce a 'no smoking' policy throughout the entire refuelling operation and designate clear signage to indicate this prohibition within the vicinity of the refuelling area. - Encourage open communication channels among team members to report any near-misses, incidents, or hazards identified during the refuelling process. - Periodically conduct refresher training sessions to ensure employees adhere to best practices and updates in legislation regarding fuel transport and on-site refuelling safety. - Limit vehicle movements within the immediate vicinity of the refuelling area, and provide clear delineation of the designated space by using appropriate barriers or markers.		
9. Handling Spillage & Leaks	Environmental contamination, fire risks	2M	- Proper training for employees: Ensure that all personnel handling fuel and involved in the on-site refuelling process are well-trained in safety procedures, emergency response, and the correct use of equipment. - Adequate signage and labelling: Clearly display appropriate warning signs and labels at the fuel storage and refuelling areas to inform workers about the potential risks and to provide guidance on correct procedures. - Use of appropriate Personal Protective Equipment (PPE): Ensure that all workers handling fuel wear proper PPE like gloves, goggles, safety boots, and high-visibility clothing to minimise exposure to hazardous substances. - Regular equipment inspection and maintenance: Conduct routine checks and maintenance for all fuel containers, hoses, nozzles, valves, pumps, and other related equipment to prevent leaks and spills from occurring. - Designated spill containment areas: Implement designated containment areas or bunding systems around fuel storage tanks and refuelling spots to stop any spills from spreading to and affecting the surrounding environment.	1L	

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			- Availability of spill kits and clean-up equipment: Equip the worksite with adequate spill kits, absorbent materials, and other necessary clean-up tools to allow for a quick and effective response to any accidental spills or leaks. - Proper waste disposal protocols: Dispose of any contaminated materials, such as used absorbents or contaminated soil, according to local regulations and guidelines to reduce environmental damage. - Emergency response plans and drills: Develop and regularly review emergency response procedures to address potential spills or leaks, and conduct drills to ensure staff is familiar with the plan. - Good communication among team members: Encourage open communication between workers during all steps of the transport and refuelling process to promptly identify and address potential hazards. - Safe refuelling practices: Follow refuelling best-practices, such as grounding fuel containers and maintaining a safe distance from ignition sources, to minimise fire risks. - Fire prevention and firefighting equipment: Provide suitable fire extinguishers, fire blankets, and other firefighting equipment at the fuel storage and refuelling areas for prompt fire suppression. - Incident reporting and investigation: Encourage employees to report any incidents, including spills or leaks, and conduct thorough investigations to identify causes and implement corrective actions. - Continuous improvement and risk assessment: Regularly review workplace procedures, risk assessments, and control measures to drive continuous improvement and enhanced safety of fuel transport and on-site refuelling operations.		
10. Fuel Container Management	Improper labelling, ruptures or leaks	3H	- Properly label all fuel containers with their respective contents, hazard warnings, and safety information according to the Australian Dangerous Goods Code. - Regularly inspect all fuel containers for signs of wear, corrosion, or damage that may lead to ruptures or leaks. Replace damaged containers immediately. - Store fuel containers in a secure, well-ventilated area that is protected from direct sunlight, ignition sources, and excessive temperatures. - Utilise secondary containment systems such as spill trays or bunding to contain any potential leaks or spills from fuel containers. - Ensure appropriate personal protective equipment (PPE) is worn by employees when handling fuel containers, including gloves, safety glasses, and correct footwear. - Develop and maintain procedures for safely transporting fuel containers on-site and between locations, ensuring they are properly secured during transportation.	2M	

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			- Train staff in the safe handling, storage, and transport of fuel containers, including understanding hazard identification and control measures outlined in the Safe Work Method Statement (SWMS). - Schedule routine maintenance and inspection of fuel transfer equipment, such as pumps and hoses, to prevent malfunctions that may cause container ruptures or leaks. - Establish clear communication protocols amongst workers regarding the location, handling, and status of fuel containers, particularly during refuelling operations. - Implement spill response procedures and equip the worksite with appropriate spill response kits to quickly and effectively manage any fuel spills or container leaks. - Regularly monitor and review processes related to fuel container management, updating policies and procedures as required in line with industry best practices and regulations. - Do not overfill fuel containers and ensure they are appropriately sealed after filling to minimize the risk of accidental leakage or emissions. - Dispose of empty or redundant fuel containers responsibly by following government guidelines and regulations for hazardous waste disposal. - Report any incidents or near misses involving fuel container management to relevant supervision or management personnel for investigation and corrective action implementation.		
11. Emergency Response Plan	Delayed response, insufficient training	3H	- Regular Emergency Drills: Conduct routine emergency response drills and simulations to ensure employees are familiar with the appropriate actions to take in case of a fuel transport or on-site refuelling incident. - First Aid Training: Provide adequate first aid training to staff members, enabling them to respond effectively to any injuries that may occur during fuel transportation and on-site refuelling processes. - Emergency Response Plan: Develop and implement a comprehensive emergency response plan (ERP) tailored specifically for fuel transport and on-site refuelling operations. This plan should include steps for evacuating personnel, containing spills, and mitigating potential hazards. - Appropriate Signage: Place clear and visible safety signage at strategic locations throughout the worksite to inform workers of potential hazards during fuel transport and on-site refuelling procedures. - Communication Equipment: Ensure adequate communication equipment is available for all team members, allowing for quick and clear communication during emergency situations. - Designated Emergency Coordinator: Assign a qualified and competent individual to coordinate emergency response efforts, ensuring the efficient execution of the ERP during an incident.	1L	

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			- Hazardous Material Spill Kits: Equip worksites with appropriate spill containment kits to facilitate prompt response in the event of a fuel spill. - Adequate Fire Protection: Implement fire protection measures such as fire extinguishers and fire blankets at strategic locations throughout the site to suppress fires in case of an incident. - Reporting Procedures: Establish and maintain standardised reporting procedures for all incidents related to fuel transport and on-site refuelling, allowing for proper investigation and prevention of future occurrences. - Continuous Improvement: Regularly review and update the emergency response plan, training, and control measures based on lessons learned from previous incidents, industry best practices, and evolving Australian Workplace Health and Safety regulations.		
12. Fire Prevention	Ignition sources, inadequate fire containment	2M	- Implement proper storage procedures for flammable materials and fuels, ensuring they are stored in designated, well-ventilated areas with appropriate signage. - Regularly inspect and maintain vehicles and fuel transport equipment to detect any leaks or defects that can lead to fire hazards. - Conduct thorough hazard assessments and risk evaluations before commencing on-site refuelling operations. - Install and maintain suitable fire extinguishers in close proximity to fuel storage areas and dispensing locations, ensuring they are easily accessible and within required Australian standards. - Develop and implement emergency response plans for fire incidents, providing comprehensive training for all personnel involved in fuel transport and handling, as well as conducting regular drills to ensure preparedness. - Establish designated smoking areas away from any fuel storage or dispensing points, strictly enforcing a no-smoking policy in high-risk zones. - Require personnel to use approved Personal Protective Equipment (PPE), such as fire-resistant clothing, gloves, goggles, and safety boots during fuel handling and transportation activities. - Prohibit the use of mobile phones or other electronic devices in fuel handling areas that can create potential ignition sources. - Provide appropriate spill containment equipment, such as drain covers, absorbents, and secondary containment, to minimise the risk of ignition from fuel spills or leaks. - Implement strict protocols for managing static electricity, including grounding and bonding procedures for fuel storage areas and transfer equipment. - Ensure ongoing communication between workers and supervisors throughout fuel transport and onsite refuelling operations to effectively monitor and manage fire prevention measures.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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13. Hazardous Chemical Storage	Improper ventilation, incompatible substances	2M	- Ensure proper ventilation: Maintain efficient ventilation systems within chemical storage areas to maintain appropriate air circulation, prevent buildup of hazardous vapours or fumes, and minimise the risk of fire or explosion. - Store compatible chemicals together: Group chemicals according to their compatibility by using segregation levels specified in the manifest or Safety Data Sheet (SDS). Follow segregation recommendations for incompatible substances. - Label all containers clearly: Clearly label each container with its contents and hazard classification, per Australian standards. This will help to prevent accidental mixing of incompatible substances. - Use secondary containment: Utilise secondary containment measures such as bunding or drip trays to contain any leaks or spills that may occur during storage and handling processes. - Implement spill response procedures: Develop a spill response plan to prepare for any accidental leaks or spills. Provide appropriate training and materials for staff members to safely handle spills and clean them up swiftly. - Regularly inspect storage areas: Conduct regular inspections of chemical storage facilities to monitor for any leaks, damage or loss of structural integrity in shelving units or storage containers. - Limit access to authorised personnel: Restrict access to hazardous chemical storage areas to trained personnel only, and maintain a sign-in/sign-out log for accountability. - Keep Material Safety Data Sheets (MSDS) readily accessible: Ensure that MSDS documents for each chemical are available near the storage area so that workers can consult them quickly if needed. - Maintain appropriate storage temperatures: Monitor the temperature(s) of chemical storage areas and follow SDS guidelines for optimal storage temperature for each substance to minimise risks associated with thermal expansion or pressure buildup. - Proper training for employees: Ensure that employees handling and storing hazardous substances are adequately trained to do so in accordance with WHS regulations, and are aware of the potential hazards and safety protocols involved. - Regularly review storage practices: Periodically assess and review the effectiveness of hazardous chemical storage practices and update as necessary to maintain optimal safety standards. - Emergency preparedness: Develop an emergency response plan that addresses potential incidents involving hazardous chemical storage, such as fire or explosion. Train employees in appropriate response actions and conduct drills regularly to reinforce procedures.	1L	
14. Waste Disposal	Inadequate waste management, environmental impact	3H		2M	

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			- Develop and implement a waste management plan that outlines the proper handling, storage, and disposal of waste materials generated during fuel transport and on-site refuelling. - Train all workers involved in the process on the importance of correct waste disposal practices to minimise hazards and reduce environmental impact. - Clearly label all waste containers according to the type of waste they contain, ensuring all workers can easily identify the appropriate disposal method. - Regularly inspect waste storage areas for leaks, spills, or other potential hazards, taking immediate corrective action if necessary. - Implement spill containment measures, such as providing spill kits and absorbent materials, to manage any accidental spills during fuel transportation and on-site refuelling effectively. - Schedule regular waste collection services by licensed contractors to avoid accumulation of waste at the worksite, potentially leading to increased risks and environmental impacts. - Ensure compliance with local and federal regulations related to waste disposal, including obtaining relevant permits and following approved disposal guidelines. - Encourage recycling and reuse of materials where possible, to reduce the amount of waste generated and decrease the overall environmental impact. - Monitor and update waste disposal practices in response to changes in legislation, industry standards, or new technologies that may improve waste management effectiveness. - Track and record the types and quantities of waste generated during fuel transport and on-site refuelling activities, allowing for regular review and potential improvement of waste management practices. - Establish an emergency response plan to address incidents related to hazardous waste spills or other waste-related emergencies. - Use personal protective equipment (PPE) such as gloves, goggles, and respirators when handling hazardous waste materials, ensuring both employee safety and reduced risk of contamination. - Conduct regular audits of waste management procedures and practices, identifying areas of improvement and implementing necessary changes to ensure the ongoing effectiveness of waste disposal strategies.		
15. Maintenance & Inspection	Faulty equipment, delayed repairs	2M	- Establishing a regular maintenance schedule for equipment to ensure it is in optimal condition. - Undertaking periodic inspections by trained personnel to identify any issues before they escalate.	1L	

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			- Ensuring the usage of appropriate Personal Protective Equipment (PPE) by all staff members when handling and transporting fuel. - Providing ongoing training for employees on the proper handling, inspection, and maintenance of equipment. - Documenting a clear reporting procedure for any observed faults or issues with equipment, encouraging staff to communicate potential hazards promptly. - Implementing an efficient system for monitoring and recording equipment maintenance and repair history. - Creating a designated area for maintenance work, separate from fuel storage and handling zones, to minimise risks associated with faulty equipment. - Employing qualified technicians to perform repairs and ensuring that only manufacturer-approved parts are used as replacements. - Regularly reviewing and updating risk assessments and Safe Work Method Statements (SWMS) to address new and emerging hazards. - Effectively communicating safety policies and procedures related to fuel transport and on-site refuelling to all employees. - Enforcing a 'no-tolerance' policy for any shortcuts or modifications to equipment without proper authorisation. - Actively promoting a safety culture amongst staff where everyone takes responsibility for maintaining a safe work environment. - Collaborating with equipment suppliers to stay informed about the latest safety innovations and improvements that could be applied to current operations.		
16. Decommission & Removal	Improper disposal, remaining hazard exposure	2M	- Proper training of workers involved in decommissioning and removal processes to ensure they are knowledgeable on correct procedures and safe handling techniques. - Implementation of a clear, documented procedure for the disposal of hazardous materials, in line with Australian Standards and guidelines. - Conduct regular inspections and maintenance of decommissioning equipment and machinery, ensuring they are functioning correctly and safely. - Installation of appropriate signage around the decommissioning and removal site to warn workers and visitors of potential risks and hazards. - Establish designated storage and disposal areas for hazardous waste generated during decommissioning and removal, ensuring they are safely contained and managed. - Procurement of the necessary personal protective equipment (PPE) for all workers involved in the decommissioning process, such as gloves, safety goggles, and respiratory masks.	1L	

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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
			- Use of approved spill containment systems when handling dangerous liquids and chemicals, preventing accidental leaks into the environment. - Development of an emergency response plan and provision of adequate first aid equipment for swift treatment of any onsite injuries that may occur during the decommissioning process. - Maintain effective communication channels amongst all workers engaged in decommissioning and removal tasks, ensuring they remain informed of responsibilities and ongoing safety requirements. - Perform a thorough risk assessment of the entire decommissioning process before commencing work, identifying potential hazards and implementing necessary controls and mitigation strategies.		
17. Post-work Clean-up	Slips, trips and falls due to remaining substances	2M	- Develop a thorough clean-up procedure and provide clear instructions to all workers involved in the refuelling process, ensuring that they understand the importance of a clean and hazard-free workspace. - Regularly inspect and maintain clean-up equipment like spills kits, absorbent mats, and appropriate containers for disposing of used cleaning materials and waste products. - Train workers on the correct handling and disposal methods for any hazardous or flammable substances that may have been spilled during the fuel transport and on-site refuelling processes. - Ensure workers wear appropriate personal protective equipment (PPE), such as slip-resistant footwear and gloves, when performing clean-up tasks to reduce the risk of slips, trips and falls. - Place caution signs and barriers around areas where spillages have occurred, alerting other workers to avoid the area until it has been adequately cleaned up and deemed safe by the WHS consultant. - Create designated walkways, using high-visibility line markings or non-slip tape, to guide workers through areas where clean-up tasks are being carried out, reducing the possibility of slips and trips. - Conduct frequent site safety audits to identify potential hazards and ensure all necessary clean-up measures are consistently followed. - Implement a workplace culture that encourages workers to promptly report any spills or other hazards, allowing responsible personnel to address the issue before it leads to an accident. - Keep accurate records of all clean-up efforts and accidents related to this work step, so that corrective actions can be made and overall risk management is continuously improved.	1L	

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			- Regularly review and update the SWMS for fuel transport and on-site refuelling to incorporate any changes in procedure, technology, or regulations that may impact the clean-up process and associated hazards.		
18. Worker Health Monitoring	Exposure to hazardous substances, inadequate health monitoring	2M	- Implement regular health surveillance and monitoring processes to evaluate and manage potential risks associated with exposure to hazardous substances and chemicals. - Ensure employees receive proper training on handling hazardous substances and following safe refuelling procedures, as well as on how to recognise potential health hazards in the workplace. - Establish standard operating procedures for safely transporting fuel and conducting on-site refuelling to minimise the risk of accidental exposures. - Provide appropriate personal protective equipment (PPE) for workers involved in fuel transport and on-site refuelling activities, such as chemical-resistant gloves, safety goggles, and respiratory protection equipment. - Conduct air quality tests periodically to monitor levels of hazardous substances in the workspace and initiate corrective actions if necessary. - Encourage employees to report symptoms or health concerns that may be related to occupational exposure to hazardous substances promptly. - Maintain a Material Safety Data Sheet (MSDS) for any hazardous substances utilized within the premises, ensuring all employees have access to this information and are familiar with its contents. - Store hazardous substances according to manufacturer guidelines and Australian requirements, using secure and labelled containers to prevent accidental spills. - Implement proper disposal methods for used chemicals and contaminated materials, in compliance with Australian environmental regulations. - Limit worker exposure to hazardous substances by utilising technology advancements, substituting dangerous chemicals with safer alternatives where possible, or modifying work practices to minimise contact. - Implement a first aid response protocol in case of an accident involving hazardous substances and ensure workers have access to adequate first aid supplies and trained responders. - Regularly review SWMS protocols and update them as necessary to address new hazards, changing regulations, and improvements in industry best practices regarding fuel transport and on-site refuelling activities.	1L	
19. Reporting & Documentation	Lack of record keeping, insufficient incident reporting	3H	- Implement a comprehensive record-keeping system to track all fuel transport and on-site refuelling activities, including employee training and equipment maintenance records.	2M	

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			- Ensure that all employees involved in fuel transport and on-site refuelling are aware of the reporting requirements and understand their responsibilities for maintaining accurate documentation. - Establish a clear reporting protocol for any incidents, near misses or hazards relating to fuel transport and on-site refuelling. This should include steps for immediate response, investigation and follow-up measures. - Develop and maintain a register for fuel storage and handling equipment, including inspections, safety checks and maintenance schedules. - Conduct regular site audits to ensure documentation is up-to-date and accurately reflects the current state of the work environment, equipment and personnel competencies. - Provide adequate training and refresher courses to all employees regarding their record-keeping and incident reporting responsibilities. - Incorporate a system for supervisory review and sign-off on all critical records and documents related to fuel transport and on-site refuelling. - Utilise digital management systems wherever possible to streamline the reporting process and minimise the risk of lost or misplaced documentation. - Define procedures for controlling access to critical records and files, ensuring that only authorised personnel can view, modify or delete them. - Establish clear guidelines for the retention of important documentation, such as legal requirements or industry standards for record retention periods. - Facilitate open communication channels between management, employees and health and safety representatives, encouraging staff to report any concerns or issues promptly without fear of reprisal. - Regularly review and update relevant standard operating procedures (SOPs), safe work method statements (SWMS) and other guiding documentation to reflect any changes in practices, regulations or lessons learned from previous incidents. - Embed the importance of accurate and timely reporting within the workplace culture by recognising and rewarding proactive and responsible behaviours around record keeping and incident reporting. - Ensure ongoing compliance and continuous improvement by conducting periodic management reviews of the reporting and documentation systems in place, with a focus on identifying any gaps or areas for improvement.		
20. Review & Improvement	Ineffective safety measures, ignored feedback	2M	- Regular safety audits: Conduct routine inspections and audits of the workplace to ensure all safety measures are effective and properly implemented. - Employee feedback: Encourage employees to provide feedback on safety measures and any concerns they may have about potential hazards.	1L	

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			- Safety meetings: Hold regular safety meetings to discuss potential improvements, address employee feedback and ensure a clear understanding of the implemented safety measures amongst the workforce. - Risk analysis: Perform a comprehensive risk analysis at regular intervals or whenever there are changes in work processes, equipment, or personnel. - Ongoing training: Provide continuous and up-to-date training for employees on safe fuel transport and on-site refuelling practices and procedures. - Incident reporting: Establish a clear and efficient incident reporting system where employees can report accidents, near misses, and unsafe Work conditions without fear of retribution. - Corrective actions: Implement immediate corrective actions following audits, incident reports, or employee feedback to minimise risks and rectify shortcomings in safety measures. - Equipment maintenance: Routinely inspect and maintain fuel transport vehicles and refuelling equipment to ensure they are in proper working order. - Safe work procedures: Continuously review and update standard operating procedures related to fuel transport and on-site refuelling, incorporating lessons learned from reported incidents or identified best practices. - Record keeping: Maintain thorough documentation of all hazard assessments, training, inspections, and incident reports to facilitate an ongoing evaluation of safety measures. - Supervision: Ensure adequate supervision during fuel transport and on-site refuelling operations so that safety protocols are observed and incidents can be quickly addressed. - Safety signage: Install appropriate warning signs and safety notices around work areas to remind workers of potential hazards and the correct procedures to follow. - Communication: Foster an open-door policy for communication where employees can voice their concerns regarding safety and collaborate with management to enhance workplace health and safety.		

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**	