

Refuelling Of Plant | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Refuelling Of Plant

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; 2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, 3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip and fall, incorrect PPE use	2M	<ul style="list-style-type: none"> - Clearly mark and maintain designated refuelling areas to minimise trip hazards, ensuring the surface is level and free of obstacles. - Provide adequate lighting in the refuelling area to ensure visibility and reduce the risk of trip and fall incidents. - Implement regular inspection and maintenance routines for hoses, nozzles, and other refuelling equipment to prevent leaks and spills that can contribute to slip hazards. - Train personnel in proper refuelling procedures, emphasising the importance of accurate PPE use and hazard awareness. - Ensure that all workers involved in the refuelling process wear appropriate PPE, including gloves, safety glasses, and steel-toed boots, as required by the specific workplace environment. - Display signage around the refuelling area to remind workers of the correct PPE requirements and safe refuelling practices. - Utilise a buddy system or spotter during refuelling to help monitor the process, identify potential hazards and offer assistance if needed. - Keep an adequately stocked spill kit near the refuelling area, ensuring that workers are trained in its usage to effectively respond to any spillages or accidents. - Develop and enforce a housekeeping policy that focuses on regular cleaning and removal of debris from the refuelling area to minimise trip hazards. - Create clear pathways and uncluttered walking surfaces within and around the refuelling area for easy access and egress. - Provide non-slip matting or other suitable solutions in areas where slips, trips, and falls are more likely to occur, such as near the fuel storage tanks or within vehicle service bays. - Conduct regular safety audits and assessments of the refuelling area to identify new hazards, ensuring that control measures are up-to-date and effective in mitigating risks associated with refuelling operations. 	1L	
2. Assess Area	Uneven ground, obstructed pathways	3H	<ul style="list-style-type: none"> - Conduct a thorough inspection of the refuelling area to identify any uneven ground, obstructed pathways, and other related hazards that may pose a risk during the refuelling process. - Clearly mark any uneven surfaces or obstructions in the path with appropriate warning signs or barriers to communicate potential risks to all workers involved in the refuelling process. - Prioritise the maintenance and repair of severely uneven or damaged ground surfaces to reduce the likelihood of accidents or equipment damage. 	2M	

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			<ul style="list-style-type: none"> - Implement appropriate traffic management measures such as one-way systems, speed limits, and pedestrian exclusion zones to minimise the interaction between personnel and vehicles in and around the refuelling area. - Ensure proper lighting is installed and maintained in the area, so workers can clearly see and navigate around any hazards while performing the task. - Only use plant equipment that is designed to handle the hazards present in the refuelling area, ensuring it has the necessary features like stability controls and robust tyres. - Equip vehicles and mobile equipment with suitable reversing alarms or sensors, and audible or visual warning devices to notify nearby workers of their presence, especially when navigating challenging areas. - Provide workers with the necessary personal protective equipment, such as non-slip boots to prevent slips, trips, and falls due to uneven ground or obstructions. - Train all workers participating in the refuelling process on how to effectively identify, assess, and mitigate any potential hazards they may encounter. - Establish regular channels of communication between workers and supervisors for reporting hazards in the refuelling area, fostering a culture of safety awareness and proactive risk management. - Continuously evaluate and review the effectiveness of implemented control measures to ensure they are adequately mitigating the risks associated with uneven ground and obstructed pathways during the refuelling process. Make necessary adjustments as needed to maintain a safe work environment. 		
3. Select Fueling Equipment	Poor maintenance of equipment, equipment malfunction	3H	<ul style="list-style-type: none"> - Regular Inspection and Maintenance: Conduct routine inspections and maintenance of fueling equipment to ensure it is in proper working condition and prevent any malfunctions. - Equipment Training: Provide comprehensive training for all personnel involved in the refuelling process on the correct use and handling of fueling equipment to minimise human error. - Manufacturer Guidelines: Follow the manufacturer's guidelines and recommendations for selecting, operating, and maintaining fueling equipment. - Use Certified Equipment: Ensure that only certified and approved fueling equipment is used, meeting the required industry standards and regulatory requirements. - Clear Signage: Clearly label and identify fueling equipment, including emergency shut-off devices, to promote proper use and easy access during emergencies. - Emergency Response Plan: Develop a site-specific emergency response plan detailing procedures to follow in case of accidental spills or equipment malfunction during the refuelling process. 	1L	

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			<ul style="list-style-type: none"> - Incident Reporting: Establish a streamlined incident reporting system that encourages employees to report any equipment-related issues promptly, facilitating swift action and potential hazard mitigation. - Protective Gear: Provide personal protective equipment (PPE) such as gloves, goggles, and safety boots for all staff members involved in the refuelling process to minimise the risk of injury from potential hazards. - Spill Containment Measures: Implement spill containment measures such as drip trays and spill kits at refuelling stations to capture and contain accidental spills efficiently. - Equipment Shutdown: Establish procedures for safely shutting down fueling equipment in case of a detected malfunction or emergency situation. - Periodic Hazard Assessment: Conduct regular hazard assessments to identify any potential risks associated with poor equipment maintenance or malfunction, and address these issues proactively. - Equipment Replacement: Monitor fueling equipment for signs of wear and tear, and have a replacement strategy in place to ensure damaged or outdated equipment is replaced in a timely manner. 		
4. Secure Job Site	Unauthorised access, unsecured fuel containers	2M	<ul style="list-style-type: none"> - Implement clear signage: Post warning signs around the job site indicating that it is a restricted area and only authorised personnel are allowed access to prevent unauthorised entry. - Establish perimeter barriers: Set up temporary fencing, barricades, or rope barriers around the refuelling zone to clearly mark its boundaries and ensure unauthorised individuals do not enter. - Control access points: Designate specific access points for the refuelling zone and ensure all other potential access points are sealed off or secured. - Maintain proper supervision: Assign an experienced supervisor to monitor the refuelling process and ensure only authorised personnel enter the job site. - Secure fuel containers: When not in use, store fuel containers in a designated, lockable storage area to prevent unauthorised access and mitigate any potential hazards. - Limit onsite fuel quantities: Only keep the necessary amount of fuel needed for the day's tasks on site to minimise risk in case of accidental spills or leakages. - Conduct regular safety briefings: Provide ongoing safety briefings and training to employees working in and around the refuelling zone to reinforce safety procedures, hazard awareness, and appropriate emergency response actions. - Implement a visitor sign-in system: Require all visitors to the job site to sign in at the front office and wear visible identification badges while on the premises to easily identify unauthorised individuals. 	1L	

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			<ul style="list-style-type: none"> - Ensure proper personal protective equipment (PPE): Provide all workers involved in the refuelling process with the appropriate PPE, such as safety glasses, gloves, and steel-toed boots, to mitigate risks related to fuel handling. - Develop an emergency response plan: Have a well-planned and readily accessible emergency response plan in place should there be any incidents involving fuel spills, fires, or personal injuries. - Perform regular safety audits: Regularly inspect and assess the refuelling zone, as well as the surrounding areas, to identify potential hazards and ensure that all control measures are being effectively implemented. This will aid in maintaining a secure job site and promote overall safety throughout the project. 		
5. Check Fuel Levels	Incorrect gauge reading, overflowing fuel	2M	<ul style="list-style-type: none"> - Proper Training: Ensure all workers are adequately trained on how to read fuel gauges and follow the correct refuelling procedures to minimise errors in gauge readings or overfilling fuel tanks. - Regular Maintenance: Schedule routine maintenance of plant equipment to ensure fuel gauges remain accurate and reduce the risk of incorrect readings. - Clear Labelling: Clearly label fuel gauges with appropriate markings, making it easier for workers to identify and understand the fuel levels. - Use Correct Equipment: Equip the refuelling area with the correct funnels, hoses, and nozzles to prevent spills and leaks during the refuelling process. - Anti-Overflow Devices: Install automatic shut-off valves on fuel dispensers which activate when the tank is full, preventing overflows. - Spill Containment: Implement spill containment measures such as drip trays below fuel tank inlets and absorbent mats around the refuelling area to catch any spills. - Inspect Fuel Containers: Regularly inspect fuel containers for leaks or damage before use and periodically throughout the project duration. - Communication: Encourage clear communication among team members during the refuelling process so that everyone is aware of the current status and any potential hazards. - Personal Protective Equipment (PPE): Require workers to wear proper PPE, such as safety glasses, gloves, and protective clothing, to protect themselves against potential spills and splashes. - Emergency Response Plan: Develop an emergency response plan for incidents involving fuel spills or overflow, including proper clean-up and disposal procedures. - Signage: Post clear signage at the refuelling area to remind workers about the correct refuelling procedure and the importance of checking fuel levels. - Supervision: Assign a responsible supervisor to oversee the refuelling process and ensure that workers follow established safety protocols. 	1L	

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			<ul style="list-style-type: none"> - Periodic Audits: Conduct regular safety audits to ensure compliance with the Safe Work Method Statement (SWMS) and identify any issues or areas for improvement in the refuelling process. 		
6. Connect Fuel Source	Inadequate connection, leakages	3H	<ul style="list-style-type: none"> - Proper Training: Ensure that all personnel involved in the refuelling process are adequately trained and competent in connecting and disconnecting fuel sources, as well as in identifying potential risks associated with inadequate connections or leakages. - Pre-connection Inspection: Before connecting the fuel source, visually inspect the hose, nozzle, and couplers for wear, damage, or defects that may compromise a secure connection. - Correct Equipment: Always use the appropriate fuel hoses, nozzles, and connectors specifically designed for the type of fuel being transferred to prevent any possible incompatibilities or leakage issues. - Maintain Equipment: Regularly inspect, maintain, and replace fuel transfer equipment as required by the manufacturer's recommendations to ensure its continued safe and effective operation. - Secure Connection: Always connect the fuel source properly, ensuring that couplings and connections are tightened and secured to manufacturer specifications and using appropriate tools if needed. - Leak Detection: Frequently check for any visible signs of fuel leaks during the refuelling process, such as dripping, pooling, or wet patches on the ground. - Secondary Containment: Provide secondary containment measures, such as drip trays or spill mats, under the connection points during the refuelling process to capture any minor leaks or spills. - Use a Grounding Cable: Utilise a grounding cable when connecting the fuel source to the plant equipment to prevent static electricity buildup and reduce the risk of ignition from any potential fuel leaks. - Emergency Response Plan: Have an emergency response plan in place, and ensure that all staff involved in the refuelling process are familiar with the plan, including procedures to follow in case of a fuel leak or spill. - Personal Protective Equipment (PPE): Require all personnel involved in the refuelling process to wear appropriate PPE, such as gloves, eye protection, and hi-vis clothing, for added safety. - Immediate Reporting: Encourage workers to report any issues or concerns with the fuel connection process immediately, so that corrective actions can be taken promptly. - Monitor Surrounding Conditions: Pay attention to the environment and weather conditions during the refuelling process, such as high winds or heavy rain, which may potentially increase the risk of inadequate connections or leakages. Adjust work procedures accordingly to minimise hazards in these situations. 	2M	

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7. Refueling Process	Fuel spill, fire/explosion hazard	4A	<ul style="list-style-type: none"> - Proper training and awareness: Ensure all employees involved in the refueling process are adequately trained on standard operating procedures and can effectively identify and mitigate potential hazards related to fuel spills and fire/explosions. - Inspection of equipment: Regularly inspect refueling equipment, such as hoses, couplings, nozzles, and other components, for signs of wear, damage, or leaks—replacing or repairing them as required. - Spill containment measures: Implement spill containment strategies, such as placing drip trays or absorbent materials under refueling points, to minimize the risk of fuel spills spreading to other areas or affecting the environment. - Safe fuel handling and storage: Ensure the proper handling and storage of fuel by using approved containers, grounding them during handling to minimize static electricity build-up, and storing them in well-ventilated, designated areas away from sources of ignition. - Adequate fire extinguishers: Provide appropriate fire extinguishers close to the refueling area and ensure staff is trained on their use in the event of a fire. - No smoking or open flames: Strictly enforce a no-smoking policy within and around the refueling area and prohibit the use of open flames, lighters, or any ignition sources during the refueling process. - Appropriate personal protective equipment (PPE): Require employees working in the refueling area to wear necessary PPE, including safety goggles, gloves, and reflective vests, to protect themselves from potential hazards during the refueling process. - Emergency response plan: Develop and implement an emergency response plan, including evacuation procedures, and ensure all employees are familiar with it in case of a fuel spill or fire/explosion incident. - Proper ventilation: Ensure there is adequate ventilation in the refueling area to prevent the build-up of flammable vapors that could lead to an explosion. - Continuous monitoring and supervision: Designate responsible personnel to oversee the refueling process, ensuring that all safety precautions are being followed and providing assistance in case of any incidents. - Incident reporting and review: Encourage employees to report any near-miss or actual refueling incidents and conduct regular reviews of these reports to identify potential areas for improvement in the refueling process and prevent future occurrences. 	3H	
8. Ventilating Area	Inadequate ventilation, gas buildup	3H	<ul style="list-style-type: none"> - Proper Ventilation: Ensure that the refuelling area is well-ventilated, with sufficient air flow to avoid the buildup of hazardous gases. - Regular Inspections: Conduct periodic inspections of the ventilation system to ensure it is functioning efficiently and effectively. 	2M	

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			<ul style="list-style-type: none"> - Gas Detection Equipment: Install gas detection equipment that monitors the levels of flammable and potentially harmful gases in the refuelling area. - Emergency Shut-off Systems: Implement an emergency shut-off system to cease fuel flow in the event that gas levels reach dangerous thresholds. - Signage and Warning Labels: Clearly mark the refuelling area with appropriate signage, warning labels, and hazard communication materials to alert workers and visitors of potential risks. - Training and Awareness: Educate employees on the importance of maintaining proper ventilation in the refuelling area and provide them with resources for identifying and reporting concerns. - Safe Work Procedures: Develop and implement written safe work procedures for operations in the refuelling area, specifically addressing ventilation and gas monitoring requirements. - Personal Protective Equipment (PPE): Provide and require the use of appropriate PPE, such as gloves, safety glasses, and respiratory protection, during refuelling tasks. - Storage Containers: Ensure that fuel storage containers are properly sealed and fitted with appropriate venting systems to minimise gas buildup. - Restricted Access: Limit access to the refuelling area to designated personnel trained in the handling, storage, and disposal of hazardous materials. - Periodic Review and Assessment: Continually review and assess the design and effectiveness of ventilation systems in the refuelling area, making adjustments and improvements as necessary to maintain a safe working environment. 		
9. Leak Detection	Undetected fuel leaks, not following procedures	3H	<ul style="list-style-type: none"> - Regular inspection and maintenance of fuel storage tanks, lines, pumps, and other equipment to detect any possible leaks or damage. - Use of high-quality fuel hoses and connections specifically designed for the transfer of dangerous fuels. - Setting up a designated refuelling area away from ignition sources and providing appropriate signage for awareness. - Implementing proper training programs for employees involved in the refuelling process, ensuring they are aware of safety procedures and hazard identification methods. - Equipping workers with personal protective equipment (PPE) such as safety goggles, gloves, and boots during the refuelling process. - Ensuring that only authorised and trained personnel operate fuel transfer equipment and handle hazardous materials associated with refuelling. - Utilising spill containment measures, such as drip pans, during the fuel transfer process to minimise spillage and potential leaks. 	1L	

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			<ul style="list-style-type: none"> - Developing an emergency response and spill control plan, including the availability of appropriate spill cleanup materials on site. - Routinely reviewing and updating safety procedures and guidelines related to fuel management and refuelling to ensure their effectiveness in reducing risks. - Conducting regular toolbox talks discussing refuelling safety topics and encouraging open communication among team members about potential hazards and incident reporting. - Encouraging workers to report any suspected fuel leaks immediately, and initiating prompt investigation and corrective actions. - Enforcing a strict "no smoking" policy in and around the refuelling area to avoid potential fire hazards. - Installing automatic shut-off valves and fuel flow meters on all fuel transfer equipment to prevent overfilling and reduce the risk of leak incidents. - Using digital technology, such as fuel monitoring systems, for timely detection of unusual changes in fuel consumption patterns or inventory levels that may indicate a leak or theft incident. 		
10. Shut Off Equipment	Improper shutdown, mechanical failure	2M	<ul style="list-style-type: none"> - Ensure all equipment operators are trained and competent in correctly shutting down the equipment following manufacturer's guidelines. - Perform routine pre-operational checks and maintenance on the equipment, including inspection for any loose or damaged components that could result in mechanical failure during shut-off. - Implement regular workplace audits to monitor compliance with shutdown procedures and identify areas for improvement. - Install clear signage near each piece of equipment listing its correct shutdown procedure, including the steps required for proper shut off to avoid accidental human errors. - Set up a system of communication between equipment operators and other workers in the immediate vicinity to warn them of the impending shutdown, allowing them to take necessary precautions. - Provide personal protective equipment (PPE) appropriate for the task to all workers, ensuring that they wear it consistently during the shutdown process. - Establish an emergency shut-off procedure to be followed in case of unforeseen incidents, ensuring that all workers understand their roles within this plan. - Regularly review shutdown processes and make any revisions necessary to keep these procedures up-to-date with industry best practices. - Designate specific staff members as responsible for monitoring the shutdown process, ensuring that it is carried out safely and effectively. 	1L	

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			<ul style="list-style-type: none"> - In the event of an unexpected mechanical failure during shutdown, provide workers with access to the necessary tools and resources to quickly initiate repairs while also minimising potential risks. - Incorporate ongoing training in relevant skills, such as troubleshooting or maintenance, to enable workers to swiftly address potential issues with the equipment during shutdown. - Use spill containment systems, such as drip trays or absorbent materials, placed under refueling points to minimise environmental contamination if minor leaks occur during shutdown. - Schedule regular periods of rest for equipment operators to prevent fatigue, which could increase the likelihood of improper shutdown or mechanical failure. - Record all equipment shutdowns, noting any difficulties or incidents, so that patterns or trends can be identified and addressed proactively through further education or intervention. 		
11. Disconnect Fuel Source	Incomplete disconnection, residual fuel spills	3H	<ul style="list-style-type: none"> - Ensure all relevant personnel have undergone adequate training in safe refueling procedures and are competent in the tasks they are required to perform. - Conduct a pre-start inspection of the refueling area and equipment to identify any defects or hazards that may pose a risk during process. - Establish clear communication protocols between those involved in the refueling procedure, including the use of hand signals if necessary. - Require workers to wear appropriate personal protective equipment (PPE), such as gloves, safety goggles, and high-visibility vests, while performing fueling tasks. - Develop and implement standard operating procedures (SOPs) for the safe disconnection of fuel sources, ensuring they incorporate industry best practices and manufacturer recommendations. - Frequently monitor and review tasks being carried out to ensure proper disconnection of fuel source, taking corrective action if necessary. - Keep a supply of spill-containment materials readily available in the event of residual fuel spills or other incidents and train staff on their proper usage. - Regularly inspect and maintain fuel delivery systems, hoses, and connections to minimise the risk of incomplete disconnection and associated hazards. - Designate a specific area for the fueling of plant equipment, away from ignition sources or other potential hazards, with clear signage and barriers to restrict access. - Implement containment measures or bunding to prevent fuel spills from entering stormwater drains or sensitive environmental areas. - Promote a safety-conscious work culture by encouraging workers to report near misses, accidents, or hazardous situations related to fuel disconnections or spills. 	2M	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Provide ongoing training, education, and support to staff regarding the latest safety techniques and technologies in the field of refueling plant machinery. - Conduct regular workplace safety audits and reviews to identify safety improvements and verify compliance with legislation, regulations, and best practices. 		
12. Inspect & Clean Up	Slips due to fuel spills, improper waste disposal	2M	<ul style="list-style-type: none"> - Ensure that all workers understand the importance of inspecting and cleaning up after refuelling of plant equipment by conducting regular safety meetings and training sessions on this topic. - Provide workers with appropriate personal protective equipment (PPE) such as non-slip shoes, gloves, and eye protection to reduce the risk of slips and other accidents while cleaning up fuel spills. - Implement a robust inspection checklist for workers to follow during the clean-up process which includes checking for fuel leaks, spillages, and any waste materials left behind. - Establish designated storage areas for cleaning supplies and spill-response kits in easily accessible locations, so workers can quickly respond to any spills or leaks that may occur during the refuelling process. - Make sure workers are trained to use absorbent pads, mats, or spill containment products to clean up and contain any spilled fuel as soon as possible, preventing it from spreading and causing slippery surfaces. - Instruct workers to regularly check and clean fuel dispensing nozzles, hoses, and connections, removing any accumulated dirt, debris or residual fuel that could cause spills or leaks. - Develop a waste management plan that outlines the proper disposal methods for used absorbent materials, contaminated rags, and other items generated during the refuelling process. Ensure that all workers are familiar with this plan and follow its guidelines. - Schedule periodic inspections of the refuelling area by supervisors or designated safety personnel to check for cleanliness, proper storage of materials, and adherence to established procedures. - Encourage workers to report any observed hazards, near misses or incidents related to spills, leaks or other issues during the clean-up process, fostering a culture of open communication and continuous improvement around workplace health and safety. - Regularly review and update the SWMS to reflect the most current industry best practices, regulatory requirements, and lessons learned from previous incidents, helping to ensure ongoing compliance and risk minimization. - Install highly visible signage near the refuelling area with clear instructions on the proper clean-up procedures, spill response protocols, and waste disposal methods, promoting awareness and compliance 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
			<ul style="list-style-type: none"> - Establish a routine maintenance schedule for refuelling equipment, including regular inspections and prompt repair or replacement of worn or damaged components that may pose a risk of fuel spills or leaks during the inspection and clean-up process. 		
13. Unsecure Job Site	Accidental ignition, unauthorised entry	2M	<ul style="list-style-type: none"> - Implement a designated refuelling area that is away from ignition sources, heat, or high-traffic areas to minimise the risk of accidental ignition. - Clearly mark the refuelling zone with safety signs and barriers to prevent unauthorised entry and ensure that only trained personnel access the area. - Schedule regular safety briefings for all staff members to increase awareness about the importance of maintaining a secure job site during refuelling operations. - Install emergency shut-off valves on fuel dispensing equipment to quickly stop the flow of fuel in case of emergencies or accidental ignition. - Ensure that fire extinguishers and fire-fighting equipment are readily available near the refuelling site, and train employees on their use. - Develop a clear protocol for securing the job site after refuelling has been completed, including the removal of any fuel spills and securing equipment and containers. - Utilise lockout/tagout procedures to ensure that both mobile and stationary plant machinery cannot be operated while it is being refuelled. - Provide personal protective equipment (PPE) such as gloves, goggles, and flame-resistant clothing for workers assigned to refuelling tasks. - Conduct daily inspections of the job site to identify any hazards or potential security breaches related to the refuelling process, and address them immediately. - Monitor the weather conditions and avoid refuelling activities during severe storms, high winds, or extreme temperatures that could increase the hazards associated with fuel handling and storage. - Maintain thorough records of all refuelling activities and incidents, and use this information to update safety protocols and share best practices among team members. - Conduct regular training drills to simulate emergencies such as accidental ignitions or security breaches, and assess the effectiveness of control measures in place at the refuelling site. 	1L	
14. Report & Document	Incomplete documentation, missed hazards	2M	<ul style="list-style-type: none"> - Establish proper documentation protocols: Implement and enforce the correct documentation procedures in the workplace, ensuring all employees know what is expected of them when documenting aspects related to refueling of plant. - Regular audits and review: Schedule and conduct periodic documentation audits and reviews, keep track of all relevant records relating to refueling of plant, and identify any potential gaps or discrepancies. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Provide training on reporting: Offer regular training sessions to educate employees on the importance of accurate and complete documentation, and ensure they understand how to fill out required paperwork correctly. - Use checklists and templates: Develop comprehensive checklists and standardised templates to streamline the reporting process, making it easier for employees to document refueling activities accurately and consistently. - Clear communication channels: Establish clear channels of communication between employees, supervisors, and management. Encourage open dialogue about uncertainties regarding documentation requirements and ensure everyone is on the same page. - Implement a robust incident reporting system: Ensure employees are well-versed in the steps to report incidents, accidents or near-misses related to refueling activities, and emphasise the importance of immediate reporting. - Conduct regular hazard identification exercises: Schedule routine worksite walkthroughs and inspections to identify potential hazards, vulnerabilities, and unsafe practices related to refueling operations. - Document storage and accessibility: Maintain a centralized and secure repository for all refueling-related documents, and ensure that authorised personnel can easily access these files when needed. - Designate responsibility for oversight: Appoint a dedicated individual or team to oversee and manage the refueling documentation process, including the collection and maintenance of records and addressing issues or concerns raised by employees. - Establish disciplinary measures: Define consequences for non-compliant documentation behaviour, from verbal warnings to job suspension or termination, and communicate these rules clearly to employees. - Continually update processes: Remain up-to-date with industry best practices, legal requirements, and emerging trends in refueling operations. Revise documentation procedures accordingly to accommodate new information and developments. - Encourage employee feedback: Promote a culture of continuous improvement by welcoming employee suggestions regarding the documentation process, as well as any other aspect of workplace safety. - Monitor management commitment: Ensure that senior leadership demonstrates its commitment to comprehensive documentation processes and rectifies non-compliances promptly. This will help reinforce the importance of thorough reporting practices among employees. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

<p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p>	<p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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